

UT Health Science Center GS5111 - CONTRACTOR SAFETY PROGRAM AND GUIDELINES	
Version: 1	Effective Date: 11/1/2023

Objective

University of Tennessee Health Science Center (UTHSC) Campus Safety and Emergency Management has developed this Program to ensure the safety of university faculty, staff, students and visitors who may be affected by operations performed by contractors or subcontractors.

Contractors must protect the safety and health of University faculty, staff, students and visitors and crew during the performance of their work activities. Each contractor that coordinates the work of subcontractors is solely responsible for ensuring that they abide by the requirements outlined herein. This Program does not address the legal responsibilities that contractors and subcontractors have regarding their own employees, including compliance with 29 CFR 1910 and 29 CFR 1926. The responsibility for compliance with these regulatory requirements rests solely with the contractor.

Scope

This Program covers all work activities performed by Contractors and Subcontractors on UTHSC property and is intended to identify steps necessary to protect members of the campus community.

Roles

Campus Safety and Emergency Management. Is responsible for the overall safe environment of the institution. For the purposes of this program, the responsibilities include:

1. Developing, implementing, and administering the Contractor Safety Program;
2. Providing and coordinating access to the online/in-person Contractor Safety Training;
3. Conducting contractor job site visits;
4. Maintaining centralized records of training, site visit data, and reports;
5. Providing technical assistance to university personnel;
6. Attending project kick-off and update meetings when necessary; and
7. Communicating safety hazards to the UTHSC Project Manager.

University Architect's Office, Project Manager, Facilities, Physical Plant and other Maintenance Groups. Are responsible for:

1. Including a copy of the UTHSC Contractor Procedures Manual in project specifications;
2. Informing Campus Safety and Emergency management of any/all of the items listed in Contractor responsibilities (below).
3. Informing contractors of the UTHSC Safety Program;

4. Ensuring that the contractor representative has completed the online/ in-person Contractor Safety Training prior to the beginning of work;
5. Ensuring construction sites do not endanger the safety of UTHSC students, faculty, staff, and visitors or cause unnecessary hazards on UTHSC Property;
6. Ensuring that safety hazards are addressed in a timely manner;
7. Communicating site hazards to the contractor;
8. Providing Campus Safety and Emergency Management for the respective campus with complete documentation of the proper disposal of environmentally-hazardous materials originating at UTHSC;
9. Reviewing all safety related policies and procedures with the contractor, including, but not limited to, rules and procedures, and special work permits or specialized work procedures; and
10. Informing Campus Safety and Emergency Management whenever safety issues are identified.

Other University Departments. All departments are responsible for notifying Campus Safety and Emergency Management for campus safety and environmental concerns related to contractor work within their work area or on UTHSC property.

Contractors.

1. Following the requirements and responsibilities of this Program and the associated Contractor Procedural Manual;
2. Informing the UTHSC Project Manager of any job site safety hazards or concerns;
3. Informing UTHSC Project Manager of any hot work that will be performed;
4. Informing the UTHSC Project Manager whenever any suspected asbestos-containing material is located; and
5. Contacting the UTHSC Police Department and the UTHSC Project Manager in the event of an emergency event.

Procedure

General Requirements

An UTHSC Project Manager is anyone who hires and/or manages a contractor to perform maintenance, repair, installation, renovation or construction-related operations on any portion of UTHSC property.

The UTHSC Project Manager is expected to ensure that the Contractor is:

1. Informed of the presence of hazards in or near the work area;
2. Informed about UTHSC's requirements identified in the Contractor Procedures Manual;
3. Trained by using the online/ in-person Contractor Safety Training program; and
4. Aware of the University's expectations regarding safety compliance and the control of worksite hazards.

Multi-Employer Worksite:

The OSHA Multi-Employer Policy identifies the types of employers present on a general industry or construction project site; determines the scope of safety duties and responsibilities for each employer type; and defines the reasonable care they are responsible for providing to ensure the safety of their employees.

The policy categorizes employers into four primary groups—Controlling, Creating, Exposing, and Correcting—and outlines the safety responsibilities of these employer types. The employer type denotes the safety duties and responsibilities employers have on a construction project, which include following the required safety practices for their work activities; assuming the responsibility of the safety of their employees; and not creating safety hazards for the employees of other subcontractors. Companies (owners, contractors, engineers, architects, and vendors) involved in a multi-employer construction work site can be designated and cited for more than one employer type. Employers also must be aware of the OSHA-defined reasonable care factors they are required to provide for each project site.

Job Site Visits.

Job site visits may be conducted by Campus Safety and Emergency Management or the UTHSC Project Manager. These job site 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 OSHA regulations.

In the event that work site conditions exist that potentially impact the safety of University faculty, staff, students and visitors, Campus Safety and Emergency Management shall inform the UTHSC Project Manager so that the workplace condition can be corrected in a timely manner.

If the unsafe conditions cannot be immediately corrected and represents a danger or has the potential to harm university faculty, staff, students and visitors then the Campus Safety and Emergency Management will:

1. Notify the UTHSC Project Manager.
2. Inform the contractor of unsafe conditions that were noted, and explain the potential impact upon university faculty, staff, students and visitors;
3. Instruct the contractor to either stop working or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated; and
4. Issue a formal written report of the situation(s) to the contractor.

TRAINING AND RECORDKEEPING

Contractors performing project work shall be informed of the requirements of this Program by receiving a copy of the Contractor Procedures Manual and completing the online/in-person Contractor Safety Program training session prior to beginning work on UTHSC property.

A designated contractor representative shall complete the online/ in-person Contractor Safety Training. The representative is responsible for communicating the information from the training to all employees and sub-contractors under their responsibility on the work site. Documentation that all employees and sub-contractors have been informed of the University of Tennessee Health Science Center Contractor Safety Programs and procedures shall be provided to the UTHSC Project Manager prior to the beginning of the project.

Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Mickey Phillips	Campus Safety and Emergency Management	901-448-6114	labsafety@uthsc.edu
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Contractor Enforcement	Department Supervisors	Various	Various

Related Policies/Guidance Documents

Associated standards

1. [29 CFR 1910- Occupational Safety and Health Standards](#)
2. [29 CFR 1926 - Safety and Health Regulations for Construction](#)

Attachments

1. Appendix A - Job Site Checklist
2. Appendix B - Construction Kick-Off Meeting Form

Appendix A - Job Site Visit Checklist

Inspected By:

Date:

Company/Project:

Location:

Management/Job Site	OK	Not OK	NA	Material Storage and Handling	OK	Not OK	NA
Construction Safety Training complete				Storage, use, handling of flammable liquids in accordance with standards			
Emergency Phone numbers posted				Properly located and labeled			
MSDS onsite and provided if necessary				Materials are protected from falling			
Site Controls, Housekeeping				Compressed Gas Cylinders 1926.350			
General cleanliness of construction sites				Properly stored (caps secure when not used)			
Passageways and walkways clear				Properly secured			
Adequate lighting provided				Located away from welding and cutting			
Environmental Controls 1926.50				Aerial Lifts 1926.453			
Exhaust ventilation established				Back up alarms functioning			
Air quality				Properly barricaded from pedestrians			
Fire Prevention 1926.150				Electrical			
Fire extinguishers available				Electrical protected by GFCI			
Hot work permits posted				Power cords in good condition			
Crane and Hoist 1926.550				Public Way Protection			
Lifting over occupied building?				Covered where required (trenches)			
Outriggers down and properly setup (barricaded)				Signs, barricades used when overhead work conducted			
Crane swing radius controlled				Traffic controlled			
Power lines or other hazards identified and controlled (wind)				Openings in floors, roofs, or decking covered, labeled and secured			
				Roadways and sidewalks effectively protected			
Abatement				Environmental Controls			
Signs Posted				Erosion controls			
Containment used				Spill kits available			
Welding				Hand Tools			
Proper screens and exhaust used				Powder actuated tools used properly			
Cylinders upright and secured							
Fire extinguisher available							

Appendix B –Construction Kick-Off Meeting Form

Company/Project:	Today's Date:
Location:	UTHSC REP:
Site Safety Rep:	Contact Information:

The following items must be reviewed by the UTHSC representative with the Contractor and Project Manager during the kick-off meeting for the project:

Checklist	Yes	No	Comments
Inform the contractor of the required UTHSC Training	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Contractor have a Site Safety Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure SAFETY DATA SHEETS (SDS) are readily available on site. Provide SDS to Campus Safety upon request	<input type="checkbox"/>	<input type="checkbox"/>	
Does the contractor have documented programs for the following available for Campus Safety review (as necessary)? <ul style="list-style-type: none"> a. Confined Space b. Lockout/Tagout c. Aerial lift/Powered Industrial Truck (PIT)/Cranes and Hoists d. Asbestos/Lead Awareness e. PPE and Respiratory protection f. Fall Protection g. Excavation and Trenching h. Hot Work Permit i. Environmental (Ballasts, bulbs, lead, others) 	<input type="checkbox"/>	<input type="checkbox"/>	
Other information or comments about the Project	<input type="checkbox"/>	<input type="checkbox"/>	
A COPY of this form must be provided to UTHSC Campus Safety.			