

Contractor Safety Awareness Training Outline

- **Fire Arms or weapons of any sort are not permitted on Case Western Reserve University property**
- **Smoke Free University**
- **Trash removal types**
 1. Regular trash
 2. Construction debris
 3. Hazardous waste trash (i.e. florescent bulbs, P.C.B. containing ballasts)
 - a. All Haz Waste pick up will need to be coordinated by Robert Latsch (216) 368-6090
- **Emergency response contact phone numbers**
 1. Fire – (216) 368-3333
 2. Medical Emergency – (216) 368-3333
 3. Security – (216) 368-3333
 4. Safety Department – (216) 368-2907 from 8:30 AM to 5:00 PM (Call security on weekends or after hours)
- **Contractor Safety Representative**
 1. Name of assigned representative
 2. Phone # on site (cell preferred)
- **Contractor Safety Policy Manual Information (major O.S.H.A required programs)
(Contractors are responsible to provide written programs and training to their employees)**
 1. Respiratory Program
 2. Lock/Tag Program
 3. Confined Space Entry Program
 4. Hot Work Permits
 5. Hazard Communications Program
 6. PPE Program
 7. Fire Extinguisher Training
 8. Trenching, Shoring & Scaffolding
- **Case Western Reserve University Working Safely in Case Laboratories**
 1. Caution signs at lab entrances
 2. Clearances in lab space and on affected lab equipment prior to working
 - a. Clearances completed by Anna Dubnisheva (216) 368-8872
- **Case Western Reserve University Hazard Communications Program**
 1. Case chemical S.D.S. sheets available at EH&S Office upon request
 2. Contractors must have S.D.S sheets available on site for chemicals used on the site
- **Case Western Reserve University Confined Space Entry Program**
 1. Permit acquisition Process
 2. Contractor requirements
- **Case Western Reserve University Hot Work Permit Process**
 1. Can be acquired through Roy Evans (216) 570-2282
 2. On the day of the bypass, call security and say what system need bypassed
 3. Pre-inspection of work site done by the Fire and Life Safety Specialist
 4. When the work day is over call security for a re-enable of the system
 - a. Permits will be issued daily for one working shift
- **Case Western Reserve University Fire Protection Systems shut down or modification.**
 1. “RED TAG” Program for Fire System shut down/ repair work on Sprinkler Systems, Sprinkler Risers, or Fire Lines.
 - a. Call Roy Evans 48 Hours prior to working
 - ✓ Fire watch will be scheduled
 - b. Call Roy Evan right before work is to be preformed and after work commences