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 EHS (216) 368-2907
- **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 EHS (216) 368-2907
- **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 EHS (216) 368-2907
  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.**
    a. Call EHS 48 Hours prior to working
      - Fire watch will be scheduled
    b. Call EHS right before work is to be preformed and after work commences