

CONTRACTOR SAFETY AWARENESS TRAINING		
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Revision I Date: 3/12/12	Author/ Rev. I: Bill DePetro	Approved By: Marc Rubin, Director of EHS
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- **Fire Arms or weapons of any sort are not permitted on Case Western Reserve University property**

- **Smoke Free University**
 - Since the university has substantial commitments to health-related research and teaching, it has a parallel commitment to protect the health environment of students, employees and guests. Therefore, and in compliance with the State of Ohio smoking ban set out in Chapter 3794 of the Ohio Revised Code, the university does not permit smoking in any of its buildings or structures, including in residence halls or in university vehicles. In addition, all outside walkways and grounds of university property are smoke-free, except for specific university-designated smoking areas.

- **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
 1. The laboratory must properly label all waste containers. The “Disposal Listing for Hazardous Waste and Unwanted Chemicals” form is filled out by the laboratory. The waste form may then be delivered by hand or mailed to EHS. Accounting information is verified upon receipt at EHS. A sequence number is assigned and the waste form is reviewed for technical errors. The waste forms are segregated by location. “Hazardous Waste” tags that are attached to each waste container reflect the PI, location, contact, bottle #, account #, phone #, constituents, quantity, and the date the tag was attached to the container.
 2. When the material is picked up from the laboratory, the sequence # and pick up date are written on each “Hazardous Waste” tag. The containers are segregated by chemical compatibility inside of secondary containers. The waste form information is corrected if necessary as each container is examined and packed. If the laboratory has any chargeable items, they are informed and a laboratory representative acknowledges this on the waste form. The EHS representative then signs and dates the waste form. A carbon copy is provided to the laboratory.

3. The materials are then taken to the appropriate hazardous waste storage room. The materials are unpacked and sorted. Combining of similar wastes and disposal of non-regulated items that are considered Subtitle D waste is carried out on a continuous basis. Within 90 days, the materials are lab-packed and removed from the university to the proper Treatment, Storage and Disposal Facility (TSDF). All paperwork tracking the removal of items from each laboratory to the TSDF are kept on file in the EHS office.

- **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

A written respiratory protection program with required worksite-specific procedures and elements is required before respirator use on campus. The program must be administered by a suitably trained program administrator. In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator. The program shall be in compliance with 29 CFR 1910.134 and 29 CFR 1926.103.

2. Lock/Tag Program

The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source, and rendered inoperative. The program shall be in compliance with 29 CFR 1910.147, 1926.702, and 1926.417.

3. Confined Space Entry Program

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program that complies with this section. The written program shall be available for inspection by employees and their authorized representatives. The written program shall be in compliance with 29 CFR 1910.146

4. Hot Work Permits

The owner or operator shall issue a hot work permit for hot work operations. The permit shall document that the fire prevention and protection requirements in 29 CFR 1910.252 and have been implemented prior to beginning the hot work operations; it shall indicate the date(s) authorized for hot work; and identify the object on which hot work is to be performed. The permit shall be kept on file until completion of the hot work operations.

5. Hazard Communications Program

Contractors will develop and maintain a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees and downstream employers; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. This program shall comply with 29 CFR 1910.1200 and 29 CFR 1926.59.

6. PPE Program

A program for protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. This Program Shall be in compliance with 29 CFR 1910.132 and 29 CFR 1926.28.

7. Fire Extinguisher Training

A written program that applying to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees. This program shall be in compliance of 29 CFR 1910.157 and CFR 1926.150.

8. Trenching and Shoring

When performing trenching and excavation operations in Ohio, there are general precautions that should be considered before starting any work. Contact the Ohio Utility Protection Service, OUPS (1-800-362-2764), and the Oil and Gas Producers Protection Service (614-587-0486), to identify the location of any underground cables, pipes or utility installations in the area of the proposed excavation. Ohio law requires excavators to call OUPS two working days before breaking ground. This program should also ensure compliance with the OSHA Excavation Standard 29 CFR 1926.650-1926.652 and the Safety Program and Training requirements of 29 CFR 1926 - Subpart "C".

9. Scaffolding

A written program complying with CFR 1910.28 and CFR 1926.451. Scaffolds shall be furnished and erected in accordance with this standard for persons engaged in work that cannot be done safely from the ground or from solid construction

- **Case Western Reserve University Working Safely in Case Laboratories**

1. Caution signs at lab entrances

- a. *Radioactive*—posted outside laboratories where radioactive materials are used or stored or where radioactive wastes are accumulated
- b. *Biohazard*—posted outside laboratories or storage rooms where viral, bacterial, rickettsial, fungal, and parasitic agents requiring containment at Biosafety Level 2 or greater are used or stored
- c. *Cancer Hazard*—posted outside laboratories or storage rooms where chemicals classified as suspect human or known human carcinogens. If a laboratory uses one of the [OSHA Regulated Chemicals](#) (formaldehyde, benzene, methylene chloride, etc), chemical-specific signage is also required.
 - i. Green Formaldehyde label
 - ii. Blue Benzene Label
 - iii. Gold Methylene Chloride
 - iv. Pink Vinyl Chloride
- d. *Respirator Required*—work environments that require the use of a respirator.
- e. *Ultraviolet Light*—areas where a UV light source is present.
- f. *Laser Light*—identify work environments that use lasers.
- g. *Domestic refrigerators, microwaves, and cold rooms*—In order to prevent the misuse of laboratory equipment and avoid possible exposure to chemicals, biological, and radiologicals: food and drink are prohibited from laboratory refrigerators, microwaves and all cold rooms. EHS requires that each of these items located in a laboratory or designated for laboratory use, have a “No Food or Drink” label posted in a visible location.
- h. *Flammable Solvents*—warns personnel that flammable solvents are used in the area
- i. *Corrosive Materials*—Areas where acids and/or bases are present
- j. *Toxic Chemicals*—Laboratories that have toxic chemicals
- k. *Toxic Gas*—areas that utilize toxic gas
- l. *Chemical Storage Area*—chemical stockrooms or storage rooms used by multiple users or high-volume users for chemicals storage. *Keep Out*—identifying restricted areas to non-laboratory personnel
- m. *Laboratory Animals*—Areas that where research animals are kept.
- n. *Wear Ear Protection*—Noise levels in a particular area reach high levels

- o. *No Food or Drink*
 - p. *Wear Protective Clothing*
 - q. *Wear Eye Protection*
 - r. *Wear Face Protection*
 - s. Electric Shock Hazard
 - t. Thermal Hazard
 - 2. Clearances in lab space and on affected lab equipment prior to working:
Due to the nature of the work in research laboratories, the amount of regulation and potential liability is greatly increased. Therefore it is important that laboratory areas be decontaminated and inspected prior to any construction, renovation, repair, or cleaning project initiated or before the entry of any contractors into the areas possibly contaminated with hazardous materials. Following proper procedure will help to protect the occupants of the space, both current and future, any and all contractors throughout the course of their work, and any other employee or person who may enter the laboratory space/area.
 - 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
 - 3. Contractor Safety Data Sheet retention and distribution shall comply with 29 CFR 1910.1200.
 - **Case Western Reserve University Confined Space Entry Program**
 - 1. Permit acquisition Process
 - a. Permits can be acquired by contacting Case Western Reserve EHS ahead of time. EHS will come out with a permit, clear the confined space for use and then hand over any necessary equipment, with instructions for use and completion of permit, to the contractor.
 - 2. Contractor requirements
 - a. Contractors are required to know how to use Five gas meters and other necessary equipment as well as know how to fill in continuous monitoring data tables on confined space entry permits.
 - **Case Western Reserve University Hot Work Permit Process**
 - 1. The submitting the request does not constitute authorization to do hot work or to have the smoke detectors turned off. Each impairment performed will include both the disabling of the device(s) and the re-enabling of the device(s).
 - a. All hot work permits on CWRU Campus will be issued by a representative of the EHS department. Planned after hours hot work must obtain a hot work permit during EHS normal business hours (7:30 a.m. to 4 p.m.). After hours emergency repairs (Facility Services) must obtain a hot work permit from their acting supervisor and a copy of the permit must be sent to EHS for records.

- b. All initial requests for a hot work permit shall be submitted via the impairment request form. The responsible CWRU employee shall submit an impairment request via <https://www.case.edu/finadmin/ehs/FireSafety/impairment> at least 48 hours in advance. If possible, the work should be planned to be done when the facility is completely empty to reduce the risk to the occupants and possibly avoid a fire watch. Please see Section 8: Fire Protection Equipment Impairments for more information.
 - c. All outside contractors and their sub-contractors must work through their CWRU contracts (Project Managers) contact to request the hot work permit via the impairment request form.
 - d. All CWRU employees conducting hot work must work through their supervisor to have the request submitted via impairment request form in accordance with this section (note: Facilities personnel can submit their own request).
 - e. Once the request is received EHS will review it for any fire protection and life safety issues and will contact the project manager with concerns. The contractor or employee shall call each day if they need a hot work permit or need the smoke detectors turned off. The Fire & Life Safety Specialist, or his designee, will meet with the contractor and conduct the mandatory pre-hot work check.
 - f. For Hot work permit call:
 1. Roy Evans (216) 570-2282
- **Case Western Reserve University Fire Protection Systems shut down or modification.**
 1. “RED TAG” Program for Fire System shut down/ repair work on Sprinkle Systems, Sprinkler Risers, or Fire Lines.
 2. The following items shall be performed before fire protection is impaired. If possible, plan to do the work when the facility is not operating.
 - a. Determine an estimated amount of time that the system will be impaired. The system needs restored as soon as possible.
 - b. Contact the Fire Safety and Prevention Coordinator (Impairment Coordinator) to determine if a fire watch will be needed at (216) 570-2282 at least 48 hours in advanced.
 - c. Submit a fire alarm bypass request with the information regarding the scope of work being completed and what alarm will need to be bypassed. Must be given at least 48 hours in advanced.
 - d. Has a fire watch been scheduled (if required by the Authority Having Jurisdiction)?
 - e. Complete all hot work prior to impairment.

- **Emergency Impairments**
 1. Stabilize the situation.
 2. Follow the “Requirements before a planned impairment” section.
 3. In the absence of the Fire Safety and Prevention Coordinator, Police & Security Services Dispatch shall hold the spare Red Tag Permit tags. These tags shall only be issued once the Fire Safety and Prevention Coordinator has been contacted. In the event that the Fire Safety and Prevention Coordinator cannot be reached the Associate Director of Emergency Management shall be contacted for approval.

- **Emergency Procedures during Impairment**
 1. If a fire starts conduct the following:
 - a. Alert occupants in the immediate area.
 - b. Activate the building’s fire alarm system by pulling the manual pull station (red box).
 - c. Call Police & Security Services Dispatch at 368-3333.
 - d. Open sprinkler valves immediately.
 - e. If it is safe to do so, immediately send the sprinkler valve operator(s) to the valve(s) controlling the fire area; the valve operator’s job is to:
 - f. Guard the valve against premature shutting.
 - g. Unlock the valve, test it to make sure it is open, and then relock it.
 - h. Stand by the valve during the fire and close it only at the direction of the fire chief.
 - i. Stand by the valve after the fire until sprinklers have been replaced – doing so will allow you to restore the system quickly if the fire reignites.
 - j. Reopen valve(s), conduct drain test(s) and lock the valve(s) wide open.