



FACILITIES ENGINEERING

VENDOR / CONTRACTOR

STANDARD OPERATING

GUIDELINES AND SAFETY POLICY

Seton Hall University
Facilities Engineering
400 South Orange Avenue
South Orange, NJ 07079

G-1 GENERAL

This document states the policies that must be adhered to while working on the campus of Seton Hall University or any off campus University owned property including the Law School located in Newark NJ. The University's goals are to complete projects safely, within budget and with minimal disruption to the campus. The following guidelines must be adhered to at all times. The contractor or vendor must submit its own site specific safety and logistics plan prior to starting work on campus. **Failure to follow these guidelines may result in your firms' removal from the project and exclusion from future work.**

G-2 PRE-CONSTRUCTION SAFETY MEETING

Prior to any work commencing, all University projects are required to have a pre-construction safety meeting. The SHU Project Manager is responsible for calling the meeting and to take and distribute the meeting minutes. The following personnel must attend:

For the University; Project Manager, Public Safety & Security, and the Facilities Safety Director.

For the general contractor: The Project Engineer/Manager, Project Superintendent or General Foreman and at least one representative for each subcontractor.

A review of these guidelines should be conducted at the meeting regarding job specifics.

No work can begin prior to this meeting taking place.

G-3 NOISE

According to Township ordinances, construction related noise is allowed from 7:00 a.m. to 6:00 p.m. Monday thru Friday only, holidays excluded. Other noise restrictions may apply for some projects. The proximity of the work to classrooms, dormitories, the chapel and other sensitive areas will determine the restrictions. These potential delays will be pointed out as much as possible in the pre-bid stages of the project. The contractor will have to make additional allowances if the circumstances change during the project. Known exam weeks, testing areas and special events will be highlighted before the start of any work.

IMPORTANT

Noise is not allowed around the Chapel during the following daily hours: 8:00 a.m. - 8:30 a.m., 12:00 p.m. - 12:30 p.m., and 5:00 p.m. – 5:30 p.m.

Failure to follow this guideline will result in your firms' removal from campus.

G-4 PROPER ATTIRE

All contractors and vendors must be dressed in appropriate attire. No shorts, cut-off shirts, sleeveless shirts, or sneakers will be allowed on campus construction projects. Shirts must be worn at all times. Project specific OSHA PPE must be worn where needed.

CONTRACTORS MUST COMPLY WITH OSHA REGULATIONS AT ALL TIMES. NOTHING CONTAINED IN THIS DOCUMENT WILL PRECLUDE A CONTRACTOR FROM ADHERING TO OSHA REGULATIONS

G-5 PARKING

All contractors and sub-contractors must park in a University designated area, (i.e. the top deck of the Parking Deck, or designated Parking Lots), unless authorized by the Project Manager, the Facilities Engineering Safety Director and Public Safety and Security. Copies of vehicle registrations and driver's licenses will be required to obtain the necessary parking permits. Failure to obtain the parking permit will result in fines and possible vehicle towing. **Absolutely no parking in any areas designated as fire zones.**

G-6 SECURITY

For large projects (those with 30 or more workers), identification badges will be issued to each employee on site. All new employees must obtain a badge. All outside doors must be kept closed after entry or deliveries have been received. The general contractor will be required to keep a daily list of all employees and sub-contractors and their employees. Lists of subcontractors must be provided for each project. Subcontractors not on the approved list will be denied access to the site. All unusual or emergency conditions must be reported to Public Safety and Security at extension 9300. Notice of all after hours or weekend work by the contractors shall be made to Public Safety and Security by the Facilities Project Manager (24 hour notice required). All contractor employees and their vehicles are subject to inspection at any time while on campus. All deliveries must be scheduled with the Project Engineer at least 24 hours in advance.

G-7 VENDOR IDENTIFICATION

All outside contractors working for DFE must physically report to the Department of Facilities Engineering (DFE) office when they arrive on campus to start a job. They will identify the purpose for entering the campus and the Facilities Project Manager who authorized the visit. They will complete the three part Contractor / Vendor ID and Parking Request Form for every employee. This form will include at a minimum the company name, the employees name, the employees cell phone number, the work site, the authorized dates for the visit, the identification of their vehicle, and the estimated days required to complete their work. The vehicle section of the CV&P form shall be filled out for any additional vehicles the contractor brings on campus. The contractor will sign for any access keys issued to them. The Facilities Project Manager will log the start time, sign the form, the contractor will retain the pink copy of the CV&P form, and this is your parking permit.

G-8 USE OF FACILITIES

Cafeteria facilities and lunch/break rooms are reserved for Seton Hall employees and students. A

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request to use any Seton Hall University dining facility must be requested in writing to and approved by the Facilities Project Manager. Proper attire must be worn at all times while in any Seton Hall University dining facility. Seton Hall University reserves the right to cancel the approval to use its dining facilities at any time and for any reason. Seton Hall telephone facilities are not to be used by contractors. If a jobsite phone is required, the contractor will obtain and pay for the service.

Contractors are permitted to use only those toilet facilities designated and marked by the Facilities Project Manager. Large projects will have construction toilets supplied by the contractor unless previously arranged otherwise with the University. The location for the facilities will be approved by the Project Engineer. Toilets must be kept clean and serviced as required by the Department of Health. The number of toilets provided and there designation shall be determined by the contractor based on the size of the project and the make-up of the workforce.

G-9 VIOLATIONS / DISMISSAL

Violations of any item in these guidelines may subject those individuals and/or contractors involved to dismissal from the site and subject the contractor to possible enforcement penalties from the governing regulatory agencies. Any fighting between employees or contractors will lead to immediate dismissal.

SAFETY REQUIREMENTS

S-1 WORK PERFORMED

All work must comply with the construction safety standards established by the Occupational Safety and Health Act of 1970 (OSHA). Specifically OSHA Standard 29CFR 1926 and 29CFR 1910. The general contractor and/or the appropriate subcontractors must provide safety training and documentation for their employees. All employees must be fully trained in all aspects of safety for their particular assignments. Daily “toolbox” or “tailgate” safety meetings are recommended to discuss the safety aspects of the assigned work. Contractors must provide a copy of their safety plan and emergency contact numbers before the start of any work.

S-2 INFORMING EMPLOYEES

The Facilities Project Manager will inform the contractors of all potential hazards associated with the project area. The contractor will inform his employees and subcontractors of any potential hazards. Safety Data Sheets (SDS) sheets will be provided to the contractor (if requested) for any substances located in the project area. The contractor will provide SDS sheets for any products he plans on using. The products will not be brought on site until the Facilities Project Manager has received approval from the Facilities Engineering Safety Director for their use on campus. The contractor will provide his employees and

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subcontractors with any requested SDS sheets.

S-3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is the responsibility of the contractor or vendor, no University owned PPE will be loaned to any contractors or vendors. Appropriate PPE shall be worn based on the job requirements and where defined by OSHA regulation 29CFR 1926. PPE should be selected by the contractors' competent person and made available to all employees before the start of any assignment. Every employee assigned PPE must be familiar with its use and the hazards for which it is provided. If the required PPE is not available for the assigned work, the job will be cancelled until the equipment is delivered to the site. Contractor employees working in areas where the noise levels exceed 85 DBA must be included in a hearing conservation program. Contractor employees required to wear a respirator because materials may be above OSHA permissible exposure limits, or for oxygen deficient atmospheres must be in a respiratory protection program. This program must include the required medical clearances and fit testing certifications.

S-4 HOT WORK PERMITS

No cutting, welding, grinding, or use of open flame tools will be allowed until the contractor has received the required permits to start work. The permits must be shown to the Project Engineer for his approval before work is started. Public Safety and Security must be notified before any torch or other type of open flame is used in any building. Unless it is an emergency, two days notice must be provided. Facilities Engineering will issue a permit after the proper notifications have been made. The contractor must supply the required fire extinguishers, welding curtains, and fire blankets. If any hot work will be conducted in hazardous areas, the contractor must provide a combustible gas meter and a personal air monitor for his employees. A fire watch by the contractor must remain present on the job for one hour after termination of the hot work. Only qualified individuals shall perform hot work. All equipment must be inspected before each use. If employees or students/faculty are present during welding operations, welding screens must be used. Proper PPE must be worn for all hot work applications. **Full details of all the necessary requirements of this program can be found in the Seton Hall Hot Work Program. This document is on file in the Facilities Engineering office or available online at.**

S-5 FIRE POLICY

In the event of a fire, pull the nearest fire alarm station and exit the building. If the alarm does not work, notify people verbally of the potential fire. If safe call 911 and provide the location and type of fire. If possible shut all doors as you leave the building. Do not use the elevator for exiting the building. Do not re-enter the building until the fire department has determined it is safe. Do not fight fires with extinguishers unless you have received training and are confident in

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your ability to cope with the hazards of a fire. Even with the necessary training, fire extinguishers may only be used to fight small incipient stage fires (no larger than a waste basket). Fire fighting must be stopped if smoke, heat, or flames pose an obvious danger. The fire alarm should be activated before any fire fighting activities are started. Sprinkler system shutdowns must be scheduled in advance with the Facilities Project Manager, the Facilities Engineering Safety Director and Public Safety and Security. They will notify all of the required individuals and fill out the necessary paperwork. If the fire department requires a fire watch then one must be provided in the building. The fire watch must be equipped with a radio to communicate with the dispatcher and an air horn to notify occupants. Signs shall be posted at all doors to indicate that a fire watch is in place. If an alarm goes off, the fire-watch will sound the air horn three times to signal a building evacuation. Public Safety will be notified by radio from the fire watch.

Alarm system shutdowns must also be scheduled in advance with the Facilities Project Manager, the Facilities Engineering Safety Director and Public Safety and Security. Public Safety will complete all of the necessary notifications. A fire watch shall be posted in the affected building (one person for every two floors). The fire watch must be equipped with a radio to communicate with the dispatcher and an air horn to notify occupants. Signs shall be posted at all doors to indicate that a fire-watch is in place. If an alarm goes off, the fire-watch will sound the air horn three times to signal a building evacuation. Public Safety will be notified by radio from the fire-watch.

S-6 ELECTRIC GENERAL

All temporary power and lighting requirements, hookups, connections, and materials are to be in accordance with the National Electric Code. The use of tools and equipment in any hazardous locations (e.g. - explosion proof area) requires the approval of the Project Engineer. All electrical equipment, including portable hand tools are to be properly grounded and doubly insulated. Ground fault protection must be used throughout the construction area. Unprotected circuits are not permitted. All temporary wiring must be at least eight feet above the floor. If the temporary wiring must run along the floor it shall be suitably protected from damage. Temporary lighting must have bulb protectors. No tools, equipment, or cords will be used if the cords are worn, frayed, or if exposed conductors are visible.

S-7 CONTROL OF HAZARDOUS ENERGY (LOCK OUT/TAG OUT)

Lock Out/Tag Out procedures must be used for all work performed by contractors on University equipment/machinery. Lock Out/Tag Out procedures will be used for protection from the following energy sources: electrical, hydraulic, mechanical, thermal, chemical, steam, pneumatic, gravity or potential, residual or stored, gases, water under pressure, etc. All work must comply with OSHA 29 CFR 1910.147 "The Control of Hazardous Energy". Multiple locks will be used for installations with more than one source of energy or for multiple people

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working on the same equipment/machinery. The contractor will also notify everyone that will be affected by the shutdown. Each contractor/employee will use their own locks with unique keys that they retain. Upon completion of their work the contractor/employee must remove his/her respective lock. If the Lock Out will last more than one shift, employees leaving after the first shift will remove their locks and tags so the next shift can apply their own Lock Out. If the authorized employee who applied a Lock Out/Tag Out is not available to remove it, then the device may be removed under the procedures listed in our Control of Hazardous Energy guideline. This can only be performed if the following criteria have been met: absolute verification has been made that the employee is not on University grounds or otherwise available, every reasonable effort has been made to contact the employee to notify him/her that his/her Lock Out/Tag Out device has been removed, and the employee is informed before returning to work that his/her Lock Out/Tag Out device has been removed. **University personnel must perform the initial Lock Out operation; and their locks will be the last ones removed from the equipment.** Contractors must supply locks for their employees. All locks issued must have only one key. The contractors' superintendent will keep a record of the numbers of assigned padlocks. No two padlocks shall be capable of being opened by the same key. Warning tags must accompany every Lock Out. The tags shall have the contractors name, employee name, date, reason for the Lock Out, and the intended duration. If locks cannot be installed, tags alone can be used if approved by the supervisor and the applicable guidelines are followed. The tag should be attached directly to the energy isolation point with a non-reusable attachment (e.g. nylon tie wrap) and additional controls (remove handles, switches, controlling switches, or open a set of disconnects) should be used to increase the level of safety. **Full details of all the necessary requirements of this program can be found in the Seton Hall Lock Out Tag Out Space Program. This document is on file in the Facilities Engineering office.**

S-8 CONFINED SPACES

The contractor must provide the required trained personnel and equipment (harnesses, tripods, safety lines, etc) before any confined space entry. The Facilities Engineering Safety Director will determine (if the space is not labeled) if the space is a non-permit confined space or a permit required confined space. There must be a rescue and emergency response plan in place before any entry starts. The entry supervisor will accept the entry conditions, authorize and oversee the entry, and terminate the entry. The contractor must obtain written approval (permit and checklist) before the entry is made. Oxygen analyzers must be present for the duration of the confined space work. The test equipment operator will verify if there are any hazards present in the confined space and decide if the space will be classified as an atmospheric testing confined space. If hazardous materials will be used or are present in the confined space, the necessary ventilation equipment and/or breathing apparatus must be supplied for the employees. Anyone wearing a respirator or breathing apparatus must be included in a respirator program. An attendant, also supplied by the contractor, must remain outside the space to monitor the conditions inside and ensure that rescue services can be summoned if required. The rescue team must consist of at least two people trained in confined space rescue. After the work is

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completed in the space, the permit shall be removed and cancelled by the entry supervisor. A copy of the final permit must be kept on file for at least one year. Full details of all the necessary requirements of this program can be found in the Seton Hall Confined Space Program. This document is on file in the Facilities Engineering office.

S-9 JOB SITE IDENTIFICATION \ FENCING

Specifications for posting or fencing a construction site are to be clearly established between the Facilities Project Manager, the Facilities Engineering Safety Director and the contractor. Use of signs (danger, caution, etc.) is mandatory where known hazards exist. Barricades, barrier tape or fencing shall be used to completely outline the perimeter of the jobsite. **Before work can begin barricades, barrier tape or fencing shall be in place.** Posting and barriers outside must be weather and wind resistant. Signs must be posted listing the jobsite conditions (hardhats, eye protection, ear protection, etc.). **All signs must meet OSHA specifications. See W-15**

S-10 SMOKING

Smoking regulations will be strictly enforced. Smoking is allowed in designated areas only. Check with the Facilities Project Manager where smoking is permitted. Smoking is not permitted on any roof or inside any building on campus.

S-11 EMERGENCIES

All emergencies (fire, ambulance, etc) will be made to 911.

S-12 INCIDENT REPORTS

Any accident or unusual incident such as fire, flood, injury or property damage shall be immediately reported to the Facilities Project Manager and the Facilities Engineering Safety Director. A written report of the incident must be submitted within 24 hours.

S-13 CONDUCT

The contractor must inform all employees while on University property to conduct themselves in a manner befitting their surroundings. Rowdy behavior, offensive language/comments, and excessive noise shall not be permitted.

S-14 CONTAINMENT / STORAGE

Chemical and petroleum products (fuels, solvents, cleaning products, caustics, acids) stored outside must have spill containment. All containers must be stored on impervious surfaces (concrete, asphalt, etc) with no drains. The areas must have a berm or absorbent booms installed to act as containment. Any materials that are incompatible (acids and organic solvents) must be separated. All chemicals must be secured to prevent unauthorized use. Temporary storage of hazardous wastes must comply with all pertinent regulations (storage, packaging, labeling,

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manifesting, transportation and disposal). All containers must meet US DOT requirements. No hazardous waste storage shall exceed 60 days.

S-15 ASBESTOS / LEAD

The contractors will be notified at the pre-construction meeting of the existence and/or extent of any lead or asbestos. All remedial action shall be performed by state licensed contractors. All

work will be done in accordance with all laws and regulations. The University must receive copies of all permits, notices to governing agencies, required/additional tests, monitoring reports, transportation and disposal reports, employees performing work and their work licenses/training, and the specifications (if required) for the project. If any questions arise during the construction project regarding the compositions of materials, they shall be immediately referred to the Facilities Project Manager who will arrange for sampling and testing. During the sampling process, the contractor shall not remove or disturb the material in question. The results of the tests will be forwarded to the general contractor along with instructions for handling and disposal.

S-16 OSHA

All of the safety requirements and OSHA regulations, even those that are not specifically mentioned herein, are to be adhered to by all contractors/vendors while working at the University. In the event of an OSHA inspection of the construction area or by a visit by other outside safety related agencies, the Project Engineer is to be contacted immediately. The contractors will be held solely accountable for noncompliance with OSHA regulations.

WORK PRACTICES

W-1 FLAMMABLE STORAGE

No flammable liquids shall be stored in office/construction trailers. Flammable liquids must be stored outside or in an approved vented cabinet. All flammable liquids must be secured to prevent unauthorized use. All fluids must be stored in a secondary containment to prevent accidental spills to the environment. A maximum of twenty-five (25) gallons may be stored outdoors. If a flammable cabinet is used, sixty (60) gallons may be stored in one area. A fire extinguisher with a minimum rating of 20B will be stored adjacent to any storage.

W-2 FIRE EXTINGUISHERS

Contractors must supply their own fire extinguishers for the project. The minimum rating allowed will be 4A 40BC. One extinguisher will be required for every 2,500 square feet of construction area and shall be located on every floor under construction or renovation at the

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stairwells with a maximum travel distance of 75 feet between extinguishers. All extinguishers must be securely fastened to a post, column or wall with the top of the extinguisher located between 4 and 5 feet above the floor. All hot work areas and flammable storage areas must have an extinguisher located immediately adjacent to the area. All personnel must be trained in the proper use of the extinguisher.

W-3 GAS CYLINDERS

All compressed gas cylinders are to be securely fastened and stored in an upright position. Unless the cylinder is in use, caps must be installed at all times. Empty cylinders shall be tagged and marked empty. Gas heating cylinders and their associated equipment for winter operations must be approved for use by the Facilities Engineering Safety Coordinator and the Facilities

Project Manager. All applicable OSHA regulations (including 29 CFR 1926) must be followed. The cylinders must be stored outside the building and secured properly. Cylinders being lifted by cranes or other equipment must be in cradles, boots, or some type of container. No lifting with slings or hooks.

W-4 EQUIPMENT

Specialty cutting, demolition, and material handling equipment must be approved for use in interior areas. Gasoline and diesel powered equipment are not allowed inside occupied buildings.

W-4A USE OF UNIVERSITY OWNED EQUIPMENT – ASSUMPTION OF RISK, RELEASE OF CLAIMS AND HOLD HARMLESS

University owned Personal Protective Equipment shall not be used by non-Facilities Engineering employees, other equipment may not be used by non-University employees without the consent of the Facilities Project Manager and / or the Facilities Engineering Safety Director or their designees.

A University LOAN OF EQUIPMENT FORM shall be signed prior to the loaning of any equipment. In return for permission to voluntarily use a University owned piece of equipment, the contractor certifies and agrees on its behalf and behalf of any sub contractors, to the following.

1. That the equipment will be operated in a manner consistent with any applicable Federal, State, local and University regulations or standards.
2. That the contractor has an insurance policy in force that covers the use of this type of equipment under these circumstances.
3. That all employees who operate the equipment have been trained in its use and limitations.
4. That the equipment has been inspected by the contractor and found to be in acceptable working condition, without operational or safety defects.
5. That in return for being permitted to use the equipment, contractor voluntarily assumes the risk of any injuries which may occur while contractor uses the University's equipment.
6. That, in return for the contractor being permitted to use the University's equipment, Seton Hall University, its trustees, regents, officers, agents and employees shall not be liable for any injuries or

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damages to the contractor or sub-contractor or their property whatsoever arising out of the University's negligence in connection with the contractor's use of the equipment of the University.

7. That, in return for the contractor being permitted to use the University's equipment, the contractor further agrees to defend, indemnify and hold harmless Seton Hall University, its trustees, regents, officers, agents and employees from liability for injury, damage, loss or liability whatsoever caused by the contractor's negligence, gross negligence, or intentional acts or omissions in connection with the contractor's use of the equipment.

8. That the University's equipment shall be returned in the pre-loan condition.

9. That the equipment will be repaired or replaced by the contractor if damaged.

10. That the University can terminate the contractor's use of the equipment at any time for any reason.

Contractor

Dated:

W-5 CRANES AND HELICOPTERS

The contractor will be responsible for establishing a protective zone outside the normal construction areas when cranes or helicopters are used. The appropriate number of personnel must be available to keep these areas clear of pedestrians during the lifting/hoisting process. All OSHA guidelines must be observed. If the lifting will be near (10 feet or less) or adjacent to utility lines the proper agencies must be notified before the start of any work. If electric line protection or de-energizing is required, the lifting work will not start until the utility is complete with the required precautions. All equipment must have a valid Certificate of Insurance filed with Facilities Engineering, a valid and up to date vehicle inspection sticker, an annual inspection certificate, and a valid licensed operator to be used on campus. All lifting work must be scheduled at least three days in advance. Capacities of cranes and rigging equipment must be determined before any material is lifted. Tag lines should be used as necessary to help guide loads in place. No walking under suspended loads is permitted. No riding on hooks, headache balls or slings. All crane and helicopter lifts must be approved by the Facilities Engineering Safety Director and the Facilities Project Manager. Facilities Engineering will notify Public Safety and Security about the planned work. Some lifts must be scheduled after hours because of building occupancy.

W-6 ROOF WORK

Access to roof areas will be determined by the Project Engineer in charge. If a fire alarm sounds while you are on the roof you should exit the roof area by the safest route available. Fall protection or prevention must be provided per OSHA regulations. Roof penetrations are not to be left uncovered overnight or for the weekend. All openings must be made weather tight at the end of each workday. Roof areas must be cleaned and cleared at the end of each work day. No debris shall be thrown from the roof. Areas below the work area that are hazardous due to falling tools or debris shall be fenced or taped off and marked with DO NOT ENTER signs or tape, short term roofing repairs areas will be allowed to use caution tape, all roof replacements shall be fenced. All material, equipment and tools stored on the roof must be securely fastened at all

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times. Any roof damage must be reported to the Project Manager immediately. Holes in roof decking must be properly barricaded at all times. Safety lines will be used anytime the roof surface is frozen or contains ice or frost. Hot work procedures must be followed, per S-4.

Smoking is not allowed on any roof.

W-7 LADDERS/SCAFFOLDS

Scaffolds and planks shall not be loaded past their rated capacity. All planks must be secured by tying or cleats. Handrails and toeboards shall be used on all scaffolds. Rolling scaffolds shall not be moved with workers, tools, or equipment on the scaffold. Rolling scaffold wheels must be locked in place before using scaffold. Never climb scaffold bracing. Scaffolds must be braced and secured per OSHA regulations. Select the right size ladder for each job. Ladders shall extend three feet beyond the top landing. Do not splice ladders together. Inspect ladders for defective rails, rungs or any other weaknesses. Remove defective ladders from service immediately. Ladder should be tagged defective, removed from site or cut into pieces. Always face the ladder and use both hands when climbing and descending. Do not climb higher than the third rung from the top on extension ladders or the second rung from the top on step ladders. Straight ladders should be tied off to prevent turning or tipping. The base of the ladder should be offset at least one-fourth the distance from the ground to the point of bearing. Ladders shall not be placed in blind spots (bends, corners, behind doors) unless proper warning signs or barricades are used. No metal ladders shall be permitted on site.

W-8 UTILITIES

No utilities (water, steam, air, electric, sewers, etc.) are to be used without specific permission from the University. Any work performed on major services such as chilled water, air, domestic hot/cold water, fire protection, steam, etc. that will involve a tie-in or shutdown of the service must be coordinated and approved by the University's representative before the work is scheduled. This type of work should be scheduled at least one week in advance. In most cases University personnel will perform the actual shutdown of the required utility. Access covers, ceiling tiles, etc that are used to work on utilities must be replaced at the end of each workday. Facilities Engineering will notify the campus community of any service interruptions.

W-9 STAGING AREAS

Material storage and roll-off container areas must be approved by the Facilities Engineering Safety Director and the Facilities Project Manager prior to the start of any work. Material must not block roadways, egress, or be adjacent to any structure. Any damage associated with the storage of materials and use of the grounds must be repaired by the contractor. If the repairs are not satisfactory the University reserves the right to have the work completed by a sub-contractor and back charge the contractor for the work. The contractor will be responsible for maintaining the storage/staging areas in a clean, safe and orderly manner. The security of the material is the contractor's responsibility. Debris from the project shall only be stored in

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containers. No piles of debris will be allowed on site. All material must be stored and stacked safely. Bricks shall not be stacked over seven feet high.

W-10 DUST PROTECTION

Temporary protection will be provided by the contractor on all work in occupied buildings. Material to be used and areas to be protected will be determined by the Project Manager. The materials will depend on the sensitivity of the areas adjacent to the work area. At a minimum, plastic sheeting will provide the necessary protection. In extreme cases full temporary partition walls with door openings will be constructed. The work area will be broom swept and cleaned of debris at least once a day at the end of the shift.

W-11 EXCAVATION

Prior to any excavation work the contractor must notify the New Jersey “one number to call” system and have all mark-outs in place before the start of any work. All excavations must be barricaded (full barricades end of each work day) to keep employees and students out of the work area. In lieu of barricades, steel plates may be installed at the end of each day’s work. In the winter steel plates must be recessed into the asphalt/concrete to facilitate plowing. All excavated materials that are temporarily stored on site must be covered and surrounded by silt fence/hay to prevent runoff. Storm sewers near the excavation area must be covered with filter fabric and hay if necessary to prevent debris from entering the drainage pipes. Tracking pads a minimum of twenty feet long shall be installed from any access point to the campus roads. Roadways will be swept clean daily. All excavated material must be stored a minimum of two (2) feet from the excavation. Shoring, sheeting, or bracing shall be used any time the excavation is in soft material or deeper than five (5) feet (unless OSHA approved sloping/benching procedures are followed. Trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer. **Full details of all the necessary requirements of this program can be found in the Seton Hall University’s Excavation \ Trenching Standard Operating Guideline. This document is on file in the Facilities Engineering office.**

W-12 STORM DRAINS

No discharges from any sources are permitted in the storm water drains. In addition, no discharges of wastewater, disposals of trash, or solid waste material are permitted in the storm water drains. Discharges to the ground are limited to the uncontaminated groundwater resulting from dewatering operations. Acceptable areas to receive this discharge must be approved by the Project Manager.

W-13 SANITARY SEWERS

Pollutants that can cause fire or explosion hazards must not be discharged into the sanitary sewers. Pollutants that can cause corrosive damage to the lines are also prohibited. Solid or

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viscous materials in amounts that could cause obstructions are prohibited in the sanitary system. No hazardous wastes will be dumped or disposed of in the sanitary system.

W-14 PROPERTY DAMAGE

Any damage to University property caused by the general contractor or any of their subcontractors must be repaired to the satisfaction of the University at the contractor's expense. The University reserves the right to have their own contractor repair the damage and back charge the contractor.

W-15 FENCE AND BARRICADES

The contractor is responsible to properly barricade all work areas so as to protect pedestrians and by-standers from injury. The use of caution tape is allowed only on a temporary basis. All other barricades must include hard surface such as barriers a\or temporary fence.

W-16 WORKING IN ROADWAYS

The contractor must have all safety precautions in place prior to working in any roadway. This includes but not limited to signs, traffic cones, barricades, flagman, etc.

W-17 UNSAFE WORK PRACTICES

Seton Hall University reserves the right to stop any work activity that it believes is Immediately Dangerous to Life and Health.

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CONCURRENCE

I have reviewed this document and will ensure that all my subcontractors and direct personnel on this project will abide by all of the stipulations. A copy of this guideline will be available for everyone on the job site.

Contractor/Vendor (please print)

Signature

Date

Title

Facilities Project Manager

Facilities Engineering Safety Director

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