

# VHA Mission Statement

*“Honor America's Veterans by providing exceptional health care that improves their health and well-being.”*

Your Name: \_\_\_\_\_

Your Employer: \_\_\_\_\_

Your Employer's Contact Number: \_\_\_\_\_

Contact Name & Number for your Contracting Officer's Representative: \_\_\_\_\_

FIRE & MEDICAL EMERGENCIES	During an Emergency from a building phone dial 3333 or 4911	Cellular phones: 704-638-3333 or dial 911
SAFETY: PERMITS (LOTO, Burn, Fire System Isolation, Wall/Ceiling Penetrations)	Building phones dial 2332/2328/3338	Cell phones: 704-638-9000 ext 2332/2328/3338
SAFETY: ASBESTOS ABATEMENT	Building phones dial 4480/3338	Cell phones: 704-638-9000 ext 4480/3338
ENGINEERING: PERMITS (Parking/Driving on Grass)	Building phones dial 3338	Cell phones: 704-638-9000 ext 3338
ENVIRONMENTAL MANAGEMENT SERVICES (Spills)	Building phones dial 2192/3397	Cell phones: 704-638-9000 ext 2192/3397
CONTRACTING OFFICE REPRESENTATIVE (COR)	Building phones dial _____	Cell phones: 704-638-9000 ext _____
VA POLICE NON-EMERGENCIES	To contact the VA Police for Non-emergencies from a building phone dial 3333	Cellular phones: 704-638-3333
City of Salisbury POLICE NON EMERGENCIES		Salisbury City Police Non-emergencies Cellular phones: 704-638-5333

## INFECTION CONTROL & SAFETY HANDBOOK FOR CONTRACTORS

ENGINEERING SERVICE  
FIRST EDITION : 14 FEB 2014



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# VHA Mission Statement

*“Honor America's Veterans by providing exceptional health care that improves their health and well-being.”*

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I, the undersigned, will adhere to all the prescribed safety precautions

Print/Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

Your Employer: \_\_\_\_\_

Your Employer's Contact Number:  
\_\_\_\_\_

Contact Name & Number for your Contracting Officer's Representative:  
\_\_\_\_\_

## Respect our Patients

*Information concerning patients and their records must be considered CONFIDENTIAL.*

Workers should not enter a room without first conferring with the nurse manager in charge of the patient care floor or area.

For all “CODES” or emergencies, stand clear of the hallways so that emergency personnel and equipment can move freely. Do not block hallways, passageways, or exits.

Secure all work areas to prohibit unauthorized entrance by patients, staff, and visitors. **Do not leave any job materials, tools, or electric cords unattended.**

## TORNADOS AND SEVERE WEATHER WATCHES AND WARNINGS

A **Severe Thunderstorm Watch** means that the potential exists for the development of thunderstorms which may produce large hail or damaging winds. When a watch is issued, go about your normal activities, but keep an eye to the sky and an ear to the National Weather Service's weather radio or local radio and television stations for further updates and possible warnings.

A **Severe Thunderstorm Warning**, on the other hand, means that a severe, dangerous thunderstorm is occurring or is imminent based on Doppler radar information. Workers should take quick action to delay or stop outdoor work activities and move indoors to a place of safety. If hail golf ball size or larger is falling, it indicates that a storm is very well organized and likely has a rotating updraft. Any storm producing giant hail should be watched closely for signs of a possible tornado.

A **Tornado Watch**, like a severe thunderstorm watch, means that conditions are favorable for severe thunderstorms to form, but it also means that a few storms may be capable of producing a tornado.

A **Tornado Warning** is the ultimate in severe warnings, it means that a tornado is either occurring or imminent based on radar. You should take cover immediately.

# Emergency Preparedness

Emergency situations can occur any time and quick actions can save lives. To ensure the safety of your employees ensure they are familiar with Medical Center procedures prior to, during or after an event at this Medical Center. All Contractors and Subcontractors performing work at Salisbury VAMC must ensure their workers are familiar with applicable procedures related to Emergency Management.

## EMERGENCY REPORTING

Dial the Medical Center emergency number to report any emergency.

From a campus phone, dial 4911

From a cell phone, dial 704-638-3333

Emergency Outdoor Call Box: Follow instructions located on the front of the box.

## EMERGENCY CODES

It is important that workers know the main and alternate egress routes from their work areas. It is also important that workers know the Medical Center's Emergency Code system and what actions are required for each.

**Code Red:** Threatening Behavior Emergency. No action required.

**Code Blue:** Medical Emergency. No Action required.

**Code Orange:** Fire, Staff activates Fire Plan. Evacuate the area as instructed.

**Code Rapid Response:** RR to Team Response. No action required.

**Code Adam:** Missing Child. Be alert and notify VA Police of anything suspicious.

**Code Delta:** Emergency Incident has or is occurring. Listen to overhead announcements for instructions.

**Code Black:** Computer Network down. No action required.

**Tornado Warning:** Take shelter in a sturdy structure.

<b>FIRE &amp; MEDICAL EMERGENCIES</b>	During an Emergency from a building phone dial 3333 or 4911	Cellular phones: 704-638-3333 or dial 911
<b>SAFETY: PERMITS (LOTO, Burn, Fire System Isolation, Wall/Ceiling Penetrations)</b>	Building phones dial 2332 / 2328 / 3338	Cell phones: 704-638-9000 ext 2332 / 2328 / 3338
<b>SAFETY: ASBESTOS ABATEMENT</b>	Building phones dial 4480 / 3338	Cell phones: 704-638-9000
<b>ENGINEERING: PERMITS (Parking/Driving on Grass)</b>	Building phones dial 3338	Cell phones: 704-638-9000 ext 3338
<b>ENVIRONMENTAL MANAGEMENT SERVICES (Spills)</b>	Building phones dial 2192 / 3397	Cell phones: 740-638-9000 ext 2192 / 3397
<b>CONTRACTING OFFICE REPRESENTATIVE (COR)</b>	Building phones dial _____	Cell phones: 704-638-9000 ext
<b>VA POLICE NON-EMERGENCIES</b>	Contact the VA Police for Non-emergencies from a building phone dial 3333	Cellular phones: 704-638-3333
<b>City of Salisbury POLICE NON-EMERGENCIES</b>		<i>Salisbury City Police Non-Emergency Cellular phones: 704-638-5333</i>

## Acronyms

- CO** The VA Contracting Officer that is overseeing the project.
- COR** The VA Contracting Officer's Representative that is assigned by the CO to oversee the project. See back of cover sheet for contact information.
- EMS** The VA Environmental Management Service
- OSHA** The Occupational Safety and Health Administration.
- PPE** Personal Protective Equipment.

# Infection Control & Safety Handbook for Contractors

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## THE ROLE OF THE CONTRACTOR

*Contract workers are an important part of our Medical Center. From time to time, they provide services in virtually all areas of the Medical Center. Some contract workers work in direct contact with patients; others work without direct patient contact in office areas or areas that are secured for construction. Regardless of where they work, their activities support the health care and environment of our patients.*

It is critically important, therefore, that you, the contract worker, know about the Medical Center, its patients, its rules and regulations, and the ways in which your safety and that of our valuable patients and employees can be insured.

The management, patients, and employees of this health care system appreciate your efforts to help us improve our facility and service to our veterans; however, safety must be stressed at all times.

Please take a moment to review this handbook with all of your workers and make sure everyone is familiar with the safety and infection control requirements. If you have any questions, please feel free to contact the VA Contracting Officer (**CO**), the VA Contracting Officer Representative (**COR**) that is overseeing your project, or the VA Construction Safety Manager.

## FIRE EVACUATION PROCEDURES

In the event that a building evacuation is required, move quickly, but in an orderly fashion to the nearest exit. **DO NOT USE ELEVATORS.**

If you have been notified to evacuate outside of the building:

1. Continue to a safe distance (a minimum of 100 feet or more when directed by emergency personnel).
2. Keep clear of emergency vehicles.
3. Gather at a safe location and try to account for all persons who were in your area. If you know of persons who are injured, trapped, or unaccounted for, report that information to emergency responders immediately.
4. Do not leave the campus without notifying your supervisor or person of authority.

## FIRE EXTINGUISHER USE:

**P** – Pull the pin on the extinguisher

**A** – Aim the nozzle at the base of the fire

**S** – Squeeze the handle

**S** – Sweep the nozzle from side to side across the base of the fire

Contractors must report all discharges of VA fire extinguishers to the **COR**.

If you hear the fire alarm system sounds in the area you are working in, stay calm and evacuate the building, closing all doors behind you. Contract Supervisors should account for all their workers during a fire emergency. If anyone is not accounted for, notify the VA Police service by calling: **Facility phone: 3333 or 4911; Cell: 704-638-3333 or dial 911.**

## FIRE PROCEDURES:

Make sure you look for and become familiar with the locations of the area where you are working and always maintain a clear exit path.

**R** – Rescue all people from immediate danger

**A** – Alarm, Pull alarm box or call: (Facility phone: 3333 or 4911); (Cell: 704-638-3333, or dial 911)

**C** – Confine the fire; close all doors

**E** – Extinguish/Evacuate

## DURING A FIRE:

- ◆ Stay low
- ◆ Check the door for heat with the back of your hand before opening.
- ◆ If a door is cool when touched, open it only a crack so it can be shut quickly if there are flames or smoke on the other side.
- ◆ If the door is hot or smoke is seeping underneath, Do Not Open the Door. Push a blanket, towel, or heavy clothing into the door crack.
- ◆ Close doors as you exit the fire area.
- ◆ When you escape, never return for something you forgot or to look for other people. Go to the meeting place and stay there. Let a VA Police Officer or firefighter know immediately if anyone is missing.
- ◆ After event DO NOT re-enter the building until emergency personnel advise you that it is safe to re-enter.

## Mental Health Environment

Patients on Inpatient Mental Health units pose unique safety challenges. To ensure the safety of contract workers ensure that they are familiar with applicable procedures related to Inpatient Mental Health. The admission status of patients in Inpatient Mental Health units may be voluntary or involuntary; some may be a flight risk. Some may have suicidal or homicidal tendencies. Some may have history of violence; some may have poor impulse control. Some may have boundary issues.

Some patients in Inpatient Mental Health units have a history of harming themselves, and may keep trying. Some may try to take things left unattended, like a plastic bag, which becomes a suffocation device. Screws left behind by construction crews have been used to harm themselves or others. Over 45% of completed suicides are by hanging with something as simple as an extension cord. If a worker is inattentive to equipment for a minute, or even seconds, it could be taken.

Workers should not enter the Inpatient Mental Health units or a patient's room without first conferring with the nurse manager in charge of the patient care floor or area. All locked doors must remain closed and locked, including exit doors, office doors, and therapy room doors. These doors cannot be propped open for any reason. Be mindful when coming in the front door of the unit; open and close it quickly and do not hold it open. Also, note that breaks must be taken away from an Inpatient Mental Health unit.

Use of a ladder is a two person job; one person works from the ladder while the other maintains vigilance regarding safety. Never leave a ladder unattended. Never leave tools job materials, supplies, or equipment unattended. Never leave cleaners, chemicals, or gloves where patients can take them. Clean up nails, screws, washers, bolts and other remnants of your job before leaving. These create danger to the patient and all others in the vicinity, including staff and other patients.

Dial the Medical Center emergency number to report any emergency. From a campus phone, dial 4911. From a cell phone, dial 704-638-3333.

# Site Access and Security

**Security is a cooperative effort.** VA Police enforce federal and local regulations to protect patients, contract workers, volunteers, staff, and visitors. They also protect government and private property and preserve a peaceful and secure environment at the Medical Center 24 hours a day.

All contract workers are required to obey traffic, parking, and security regulations. The speed limits on the VA site are 10 and 20 mph, as posted, and will be strictly enforced. It is also necessary for everyone to use common sense, cooperate with the police and, of course, keep personal possessions in a safe and secure place. Always lock your automobiles.

If you see a suspicious person or any act that may be suspicious and/or criminal, **notify the VA Police from a Building phone by dialing: non-emergency 3333, or emergency dial 4911, or cell phone by dialing 704-638-3333**, and report your suspicion to the COR or your supervisor.

**All contractor workers are required to obtain and wear a Personnel Identification Verification (PIV) badges. The badge must be on the worker at all times while working at this Medical Center, preferably visibly displayed on a shirt or jacket.**

**To obtain a PIV badge, each worker must go to Building 21B and present:**

- ◆ **a valid photo ID and one other form of identification such as a Social Security Card;**
- ◆ **evidence of negative TB screening within 90 days prior to working on site; and**
- ◆ **certification of OSHA 10-hour or 30-hour Construction Safety training and other relevant competency training as determined by the by the Construction Safety Committee with input from the Multi-Disciplinary Team.**

**Note:** Current PIV badges from other VAMCs are acceptable subject to meeting the above TB screening and safety training requirements.

**Site superintendents for general contractors and subcontractors are required to have certification of OSHA 30-hour Construction Safety training and other relevant competency training. Site superintendents for general contractors are encouraged to obtain and maintain the U.S. Army Corps of Engineers Contractor Safety and Health Requirements EM 385-1-1 40-hour Certification.**

Do not leave the construction area unattended at any time unless the area is secure and locked.

In performing work, if any contractor encounters what is believed to be Asbestos Containing Materials, they are to stop and notify their supervisor and the COR overseeing the project. If working in a known asbestos area, all applicable OSHA regulations should be followed.

For additional information, contact the COR or the VA Industrial Hygienist.

Attendant duties shall be the responsibility of the contractor. There shall always be a trained contractor representative outside of the space to monitor the status and safety of the entrants. The VA Safety Office through the COR will ensure that the attendants are aware of the method(s) by which rescue services can be summoned.

The **Salisbury Fire Department** is responsible for providing on-site emergency medical and rescue services. **From a Building phone, dial 4911, or from a cell phone, dial 704-638-3333 or 911.**

# Fire Safety

Adhere to all safety precautions. Notify Facilities Management Service to obtain a Hot Work Permit prior to welding, burning, grinding, cutting, soldering, or utilizing a metal chop saw. Obtain confined space permits and above the ceiling permits when required.

Make sure you look for and become familiar with the locations of all the exits from the area where you are working and always maintain a clear exit path. Know where exits and extinguishers are located. Do not block fire extinguisher cabinets or exits.

Contact the COR, the VA Construction Safety Manager, or the VA Fire Inspector for additional information.

The **Salisbury Fire Department** is responsible for providing on-site fire, emergency medical, and rescue services. **Call: Facility phone: 3333 or 4911; Cell: 704-638-3333 or dial 911.**

If you happen to be where a fire breaks out, pull the nearest fire alarm box. The box is located near the exits.

# Contractor Notification of the Permit Required Confined Space Entry Program

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The Medical Center has in place a confined space entry and safety program that is in effect for contractors as well as employees of this facility. This includes, but is not limited to entry permits, required training, personal protective equipment, and other safety requirements.

This facility contains numerous identified permit-required spaces including, but not limited to, manholes, boilers, connecting tunnels, ductwork, and crawl spaces.

The contractor is responsible for meeting all requirements of the applicable OSHA regulations and any other requirements as set forth by this Medical Center. All entrants, attendants, and supervisors must have documented training, meeting OSHA regulations, for each position.

The confined space permit of this Medical Center shall be used, and the Safety Officer of this Medical Center approves it. Prior to entry into any permit-required space, and upon completion of the entry, the contractor shall notify the **COR**. The **COR** will contact the VA Safety Office. The contractor will then be briefed as to the recognized hazards of the space, as well as any safety issues that need to be addressed prior to entry, including safety issues that will be created by the contractor as a result of the work being performed.

Medical Center employees and contractors entering the same space are required to coordinate with each other so as not to endanger the other during the entry.

The contractor shall advise the VA Safety Office and the Project Section of any hazards that will be created or confronted by the contractor during the entry.

Use dust barriers and wear personal protective equipment, such as hard hats, when appropriate. Clean up the area. ***Dispose of all debris on a daily basis*** in accordance with all applicable laws and regulations including North Carolina Department of Environment and Natural Resources, Environmental Protection Agency (EPA), etc.

***Workers may not drive or park on the grass without a daily permit.*** The Medical Center and its surrounding grounds are Federal property. The following, which includes a partial list of forbidden items and practices forbidden on federal property, are strictly prohibited in the Medical Center buildings or on the campus:

**Alcoholic Beverages**

**Firearms**

***Knives with blades over three (3) inches\****

**Fireworks**

*\* excludes tools of the trade*

## SUSPICIOUS PACKAGES

If you discover a suspicious package or object, DO NOT touch or move the package, DO NOT allow other individuals in the area and Immediately call VA Police. AVOID using a cell phone in the area of the package. If you must use a cell phone to call police move as far away from the package as possible and dial 704-638-3333 or Call 4911 from a campus phone or, go to the nearest Emergency Call Box or a VA employee and report the incident.

## Infection Prevention and Control

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The goal of the Infection Control Program is to identify and reduce the risks of acquiring and transmitting nosocomial infections among patients, employees, physicians and other licensed independent practitioners, contract service workers, volunteers, students and visitors.

During construction, renovation, and minor improvement projects, hidden infectious disease hazards may be released into the air, carried on dust particles, or on clothing - for example, fungal organisms such as Aspergillus. Aspergillus species may be found in decaying leaves and compost, plaster and drywall, and settled dust. These organisms usually do not cause problems in healthy people, but may be a serious risk for already sick patients. Aspergillus and other fungal organisms can cause illness and even death in premature babies, transplant patients, cancer treatment patients, and patients with lung problems or poor immunity. Therefore, it is critical that you do your part to keep our patients, employees, and visitors as safe and healthy as possible. We, in turn, will make conditions as safe as possible for you.

The Contractor must submit a Plan of operation to the COR for review to ensure VHA concerns about infection control are addressed.

## INFECTION CONTROL POLICY

1. Appropriate pre-employment screening must be completed prior to starting work at VAMC—Salisbury. Pre-employment Tuberculosis (TB) screening must be completed within 90 days prior to starting work.
2. All renovation or construction projects will be reviewed with Infection Control during the planning phases. An Infection Control Practitioner will do an Infection Control Risk Assessment (ICRA) to specify the Interim Infection Control Measures that will need to be implemented for the duration of the project.
3. Construction personnel will use a designated entry and exit site.
4. Only authorized personnel should be allowed to enter the construction area.
5. Doorways and walkways must be kept free of debris.
6. Appropriate personal protective equipment (PPE), such as goggles for eye protection, face mask or shield, (possibly shoe covers, a hairnet, and a clean gown or Tyvek™ suit), will be donned before entering the site.
7. All PPE for infection prevention and control must be removed at the site of exit to prevent carrying dust to other areas within the facility. Clothes and shoes should be free of loose sand or debris once the PPE has been removed.
8. Walk-off mats must be placed at any entry/exit and must be changed frequently to prevent tracking of dust/debris into clean areas. Walk-off mats must be placed where they will not interfere with routine staff and patient traffic; e.g., immediately inside the construction area.
9. Contractors are responsible for keeping the construction entrance/exit zones clean. This may include wet/damp mopping and/or vacuuming with HEPA filtered vacuum at the end of each work day, or more frequently. Dry sweeping may not be performed because dust can accumulate in the building ventilation system or migrate into patient areas. However, under limited circumstances in locations sufficiently removed from patient areas, a wax-based sweeping compound, which has an NFPA Health Code of no higher than Code 1, may be used to control dust during broom sweeping activities.
10. The Infection Control Practitioner will make periodic unannounced compliance rounds. Issues needing attention will be discussed and corrected as soon as possible.
11. No food or beverages should be taken into the construction area.

Unattended excavations or trenches must be effectively guarded against unauthorized entry by fences, warning lights, signs, and any other means necessary. **Do not leave the construction area unattended at any time unless the area is properly secured (e.g., fenced) or covered. Warning ribbon is not sufficient.**

Prior to opening an excavation, steps will be taken to determine whether underground utilities; i.e., sewer, telephone, water, fuel, electric line, etc., will be encountered.

Prior to entry, a competent person from your company must inspect the excavation or trench to determine if it is safe and in compliance with 29 CFR 1926 subpart P. If the possibility of cave-in, slides, or any other safety problem is evident, all work will stop until the unsafe conditions are abated.

The **Salisbury Fire Department** is responsible for providing on-site emergency medical and rescue services. **From a Building phone, dial 4911, or from a cell phone, dial 704-638-3333 or 911.**

# Trench and Excavation Safety Requirements

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Never enter an unprotected trench.

The walls and faces of trenches 5 feet or more deep, and all excavations in which workers are exposed to changes from moving ground or cave-in, shall be guarded by a protective shoring system, sloping, or benching of the ground. Sloping for excavations must be at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal).

Portable trench shields may be used for the protection of personnel in lieu of shoring system or sloping. The portable trench shield should be designed for the Type of soil (generally, Type C) and be maintained in a manner that will provide protection equal to or greater than the sheeting or shoring required for the trench.

Trenches 4 feet or more deep shall have an adequate means of exit such as ladders, steps, or ramps located so as to require no more than 25 feet of lateral travel. Ladders must be secured and must extend 36 inches above the landing.

A registered professional engineer must design a protective system for trenches 20 feet deep or greater.

In excavations which workers may be required to enter, excavated or other material shall be effectively stored and retained at least 2 feet or more from the edge of the excavations.

Employees shall be protected with personal protective equipment for the protection of the head, eyes, respiratory tract, feet, and other body parts as required. **Hard hats will be required for all employees working in the area. Reflective vests will be required for all employees working around moving equipment.**

12. During demolition and other dust-producing construction activities, dust will be vented to the outside of the building or personnel must use a HEPA-equipped air filtration unit 24 hours/day.
13. Proper containment of construction waste, i.e., using a tightly covered container, is mandatory.
14. Unless otherwise approved by the facility, the shortest exit route to the outside should be taken when construction waste is being transported.
15. Use designated elevators only.
16. Appropriate barrier systems for dust control must be in place before any construction starts. **A job in patient areas or hospital hallways that takes 5-10 Minutes or longer to complete or creates moderate amounts of dust dust/debris requires dust barriers and barricades.**
17. It may be necessary to isolate the HVAC system in the area where work is being done to prevent contamination of the duct systems.
18. Once the project has been completed, Infection Control needs to do a walk-thru inspection to ensure cleanliness in the area.
19. For a better understanding of Infection Prevention and Control program and guidelines refer to Salisbury VA MEDICAL CENTER MEMORANDUM 659-138-25 and its Attachments. Specific precautions required for the following classes of construction activities are identified in Attachment B to MCM 659-138-25.
  - \* Class I includes inspection and non-invasive activities; e.g., small scale removal of ceiling tiles and painting (but not sanding).
  - \* Class II includes small scale, short duration activities that create minimal dust; e.g. access to chase spaces or computer cables.
  - \* Class III includes any work which generates a moderate to high level of dust or requires demolition or removal of any fixed components or assemblies (e.g., removal of floor coverings) or new construction.
20. Questions about Infection Prevention and Control should be directed to your supervisor, the **COR**, or the VA Infection Control Practitioner. The Infection Control Practitioner will make periodic unannounced compliance rounds. Issues needing attention will be discussed and must be corrected as soon as possible.

# Environmental Rules and Regulations

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The VA complies with all federal and state environmental regulations. As such, all contractors working on VA property are expected to comply with all applicable environmental regulations. These include, but are not limited to:

- ◆ North Carolina Department of Environment and Natural Resources
- ◆ Code of Federal Regulations
- ◆ Environmental Protection Agency (EPA)
- ◆ National Historic Preservation Act (NHPA), 1966
- ◆ National Environmental Protection Act (NEPA), 1969 or 1970
- ◆ Clean Air Act (CAA), 1970 and 1190
- ◆ Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), 1972
- ◆ Endangered Species Act (ESA), 1973
- ◆ Safe Drinking Water Act (SDWA), 1974
- ◆ Resource Conservation and Recovery Act (RCRA), 1976
- ◆ Toxic Substances Control Act (TSCA), 1976
- ◆ Clean Water Act (CWA), 1977
- ◆ Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA/ Superfund), 1980
- ◆ Pollution Prevention Act, 1990
- ◆ Federal Facilities Compliance Act, 1992

Contractors must abide by all VAMC—Salisbury environmental permit requirements.

Any spills or environmental contamination must be immediately addressed by the contractor in a manner appropriate for the nature of the chemical spilled. All environmental incidents must be reported immediately to the **COR** who will notify the VAMC—Salisbury GEMS Coordinator.

Questions regarding environmental issues are to be directed to the **COR**. The GEMS Coordinator will make periodic unannounced compliance rounds. Issues needing attention will be discussed and must be corrected as soon as possible.

All contractors are encouraged to read the EPA MYER Guide prior to start of construction. This guide can be found at: <http://www.epa.gov/compliance/resources/publications/assistance/sectors/constructmyer/myerguide.pdf>.

approved meter must be done before starting work. On qualified electricians with full and proper protective equipment, including arc-flash PPE and rubber insulating gloves with protective covers, may work on or near an energized, or potentially energized, part or circuit. Testing for the absence of voltage must only be performed by a qualified electrician with full and proper arc-flash rated and rubber insulating PPE. Refer to NFPA 70E and ANSI C2 for guidance on the appropriate PPE.

Use only certified and tested insulating equipment (e.g., blankets and sleeves) to cover exposed energized electrical components. Use only certified and tested insulated tools. Use only portable ladders with nonconductive siderails where a worker or the ladder could contact exposed energized parts.

All energized parts of more than 24 volts must be guarded against accidental exposure. These may be guarded by a locked room accessible only to qualified persons, elevation to a height of over 10 feet above the floor, or by guards/cabinets that are inaccessible to unqualified workers, staff, patients, etc.

Use only approved (e.g., UL-listed) and grounded (three/conductor (3/c), minimum) extension/flexible cords designed for hard or extra-hard service. Do not allow extension cords to cross a walkway or corridor, creating a trip hazard. Cords must not be run through walls, ceilings, or floors, through doorways, or concealed behind doors, ceilings, floors, etc. unless protected to avoid damage. Multiple plug adapters are prohibited. Cords should be used in continuous lengths without splicing or tape and be visually checked for external defects or damage, including grounding prongs, before each day's use. Equipment found damaged or defective shall be taken out of service (e.g., removed from the VAMC—Salisbury site) until repaired. Electrical tools, appliances, and equipment must be of industrial grade; do not use "household" tools, appliances, and equipment.

All extension cords and cord- and plug-connect equipment; e.g., sump pumps, hand-held motor operated tools, appliances, and equipment that operate on 120 volts or more must be properly grounded unless they are of the double-insulated type. All electrical tools, appliances, and equipment must be connected to a Ground Fault Circuit Interrupter (GFCI) protected outlet. Note that GFCI protection must also be used for portable tools, appliances, and equipment that have a listed or labeled system of double insulation. The GFCI protection may be via a VAMC receptacle outlet that has integral GFCI protection or via an approved GFCI-protected adapter.

Do not bypass any protective system or device designed to protect workers from contact with electrical energy.

adequate ventilation, use appropriate respirators, and remove container after use.

Provide spill clean-up kits in areas where chemicals are stored. Have a written spill control plan. Train employees to clean up spills, protect themselves and properly dispose of used materials.

If something is spilled, clean it up immediately. Caution others to stay clear of the area until it is cleaned up. Notify the **COR**. If you see a spill and you do not know what it is, notify your supervisor or the **COR** or the VA Construction Safety Manager. Do not clean it up yourself.

## Electrical Safety Requirements

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All electrically related work must conform to all applicable federal, state, and local regulations, including OSHA, and the requirements of the VHA and the nationally-recognized standards for safety, such as NFPA 70 (National Electrical Code (NEC)), NFPA 70E (Standard for Electrical Safety in the Workplace), and ANSI C2 (National Electrical Safety Code).

All electrical workers require training (and training recertification at 3-year maximum intervals) in electrical safe work practices, including electric shock and electric arc flash hazards, lockout-tagout, and first aid and emergency procedures. Workers must be trained to know that the first action in responding to an electrical contact incident is to remove the source of the electricity and the second action is to request emergency assistance. Also, training of all electrical workers in first response and appropriate methods of resuscitation, including cardiopulmonary resuscitation (CPR) and automatic external defibrillator use, must be certified by the employer annually (see NFPA 70E excerpts, below). Refer to NFPA 70E and ANSI C2 for guidance on training.

Contractors must notify Facilities Management Service to obtain an Energized Electrical Work Permit prior to working on or near an energized, or potentially energized, part or circuit. All energized parts must be deenergized prior to work being performed on the part or in the near vicinity of that part according to OSHA regulation 29 CFR 1926.417 Control of Hazardous Energy Sources Lockout/Tagout).

A Lockout/Tagout program that includes verification of deenergization by trying out the equipment and testing for the absence of voltage with an

## Basic Safety

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Adhere to all safety precautions. VAMC—Salisbury enforces the contract documents and the applicable standards, such as OSHA and NFPA. Conditions of immediate or imminent danger, such as any conditions or practices where a danger exists that could reasonably be expected to cause death or serious physical harm, are cause for immediately shutting down all construction activities by a contractor.

Contractors must abide by all VAMC—Salisbury permitting requirements, such as Hot Work Permit, Open Ceiling Permit, and Energized Electrical Work Permit. The Contractor must submit a Plan of operation to COR for review to ensure VHA concerns about infection control are addressed.

Do not block hallways, passageways, or exits. Use caution and pull carts, as opposed to pushing carts, around a blind corner. All supplies and other deliveries must be stored in a predetermined location, not left on the floor, and not left unattended. Do not open any window without approval from the **COR**.

**Do not leave any tools or equipment unattended. Do not leave the construction area unattended at any time unless the area is properly secured (e.g., fenced) or covered. Warning ribbon is not sufficient.**

Be careful and observe your surroundings while walking and working. Be aware of patient and wheelchair traffic. Watch out for electric carts that travel through the corridors and tunnels. Caution is required while in the hallways and tunnels and when exiting rooms.

Identify and always be aware of overhead electrical power lines and equipment. Ensure that ladders, scaffolds, equipment, or materials never come within 10 feet of electric power lines.

If you see a safety hazard, report it to the **COR** overseeing your project or the VA Construction Safety Manager.

To maintain a safe and healthy environment, **tobacco** and **e-cigarette use is prohibited** in all buildings, building entrances/exits, stairwells, attics, closets, offices, etc. Should you choose to use such products, you may do so outside of the buildings at VAMC—Salisbury designated smoking areas. For large, contained (e.g., fenced) construction sites, the General Contractor may coordinate with the **COR** to designate a contract worker smoking area that provides a smoke-free environment for VA employees, volunteers, staff, patients, and visitors.

Questions regarding safety issues are to be directed to the **COR** or the VA Construction Safety Manager. The **COR**, the VA Construction Safety Manager and/or members of the VA Construction Safety Committee will make periodic unannounced compliance rounds. Issues

The **Salisbury Fire Department** is responsible for providing on-site emergency medical and rescue services. **Dial 911.**

## Fall Protection Requirements

Fall protection must be provided and utilized per OSHA regulation 29 CFR 1926.500 subpart M, Fall Protection, when applicable. All workers must be trained under careful and competent supervision before using any fall protection products. Manufacturer's user instructions, warnings, cautions and equipment limitations should be reviewed and understood by the workers.

Consider using aerial lifts or elevated platforms to provide safer elevated working surfaces.

Use safety net systems or personal fall arrest systems (body harnesses).

Erect guardrail systems with toeboards and warning lines to protect workers near the edges of floors and roofs.

Cover floor holes; secure covers; identify covers over holes by marking: "Hole."

## Ladders

Use the correct ladder for the task. Make sure that the ladder is long enough to safely reach the work area.

Have a competent person visually inspect a ladder before use for any defects such as: Structural damage, split/bent side rails, broken or missing rungs/steps/cleats, and missing or damaged safety devices; grease, dirt or other contaminants that could cause slips or falls; and paint or stickers (except warning labels) that could hide possible defects. Mark or tag ("Do Not Use") damaged or defective ladders for repair or replacement, or destroy them immediately.

Avoid using ladders with conductive (metallic) siderails near electrical work and overhead power lines. Although nonmetallic ladders, such as fiberglass, provide some level of protection from electrocution, they are not ensured safety for direct contact with electric lines and equipment. At best, they serve to protect the worker if inadvertent or unintentional contact should occur.

## Using Scaffolds Safely

Scaffolding shall be erected in accordance with 29 CFR 1926.451. Employers who erect, disassemble, move, operate, repair, maintain or inspect a scaffold shall be trained by a competent person. A scaffolding assessment sheet will be completed at initial set up and each time scaffolding is moved. Each employee who performs work on a scaffold shall be trained by a person qualified to recognize the hazards associated with the type of scaffold used and to understand the procedures to control or minimize these hazards. Scaffolds must be equipped with guardrails, midrails, and toeboards.

Scaffolds must be at least 10 feet from electric power lines at all times.

## Hazard Communication

Contractors are required to maintain a Safety Data Sheet (MSDS/SDS) for each chemical in the facility. Because workers have the right to know and understand the hazardous chemicals they use and how to work with them safely, the contractor must have that information immediately available for use by the workers or inspection by the **COR**, the VA Construction Safety Manager, or OSHA.

Always store chemicals safely and securely. Label the container if a chemical is transferred to a different container, such as a smaller container for daily use. This information must be in a language or format that is clearly understood by all affected personnel.

Train workers about the risks of each hazardous chemical being used and on how to read and use the Safety Data Sheet (MSDS/SDS). Follow manufacturer's MSDS/SDS instructions for handling hazardous chemicals. Provide proper personal protective equipment and enforce its use.

Avoid the use of flammable products; instead, use water-based products. Containers of flammable products must not be stored on site. Maintain