

CONTRACTOR ORIENTATION

U. S. Department of Veterans Affairs
New York Harbor Healthcare System

Purpose

- ▣ Ensure the VA and contractors work together to maintain a safe environment for patients, staff, visitors, and contractors
- ▣ Provide requirements for safety regulations and responsibilities

A place where the patient comes first..

- ▣ Hospital personnel transporting patients shall be given the right-of-way in corridors and on elevators
- ▣ Scheduling of work shall be coordinated to ensure minimal impact on patient care and comfort
- ▣ Veterans and their families have high expectations; While on VA property, behavior and appearance shall conform to the VANYHHS code of conduct

While on VA Property You Must...

- ▣ Wear your VA-issued ID badge at all times
- ▣ Perform work safely
- ▣ Ensure no risk of fires - no open flames or other ignition sources without Hot Work Permit
- ▣ Smoke only in designated areas
- ▣ Report all accidents and injuries immediately to the COR and Police (call CODE if necessary)
- ▣ Know your responsibilities in an emergency

Daily Job Site Inspections

- ▣ General Site Safety
 - Signs and safety tags
 - Electrical Safety / L.O.T.O.
 - Equipment management
 - No openings in floors or walls
 - Chemical storage
 - Site security
 - Dust management (filter change for air units)
 - Walk-off mats
 - OSHA-required inspections



Responsibilities

- ▣ All contractors and sub-contractors shall receive a safety briefing upon assignment to a NY Harbor facility (content of briefing approved by VA)
- ▣ Contractor shall be responsible for providing documentation of regular safety meetings with all trade foremen and other site supervisors
- ▣ On-Site Superintendent is responsible for daily education and enforcement of safety regulations
- ▣ Contractors and their employees MUST comply with these instructions, OSHA rules, State, Federal, and local rules described in contract with NY Harbor and applicable to their scope of work
- ▣ OSHA 30-hour construction safety training required

Safety Regulations

- ▣ All safety regulations referenced or contained herein shall be complied with by all contractors at all times while on VA property
- ▣ Employees are prohibited from being under the influence of intoxicants or narcotics on VA property
- ▣ Contraband materials such as firearms, weapons, fireworks, intoxicants, narcotics, are prohibited on VA property

Safety Regulations for Contractors

- ▣ Contractors shall provide appropriate warning signs, ropes, and barricades to warn patients, visitors, and employees of any work operation (Extremely Important)
- ▣ Provide Contracting Officer Representative (COR) and NY Harbor Safety Manager with schedule of all safety meetings and corresponding agendas
- ▣ Contractors shall provide Safety Plans for VA approval prior to beginning work and keep on site

Violations

- ▣ Contractors found in violation of any rule or regulation will be subject to all of the following:
 - Verbal warning
 - Written warning
 - Cure Notice
 - Removal from the project

Personal Protective Equipment

- ▣ OSHA 29 CFR 1910 Subpart I (General Industry)*
- ▣ OSHA 29 CFR 1926 .95 (Construction)
- ▣ Contractor performs a Hazard Assessment
- ▣ PPE is properly maintained
- ▣ PPE is properly worn



Hazard Communication (OSHA 29 CFR 1910.1200)

▣ ***Right to Know***

- Hazardous chemical inventories (site specific)
- Safety Data Sheets (SDSs) available
- Container labeling in accordance with the Globally Harmonized System (GHS)

▣ ***Safety Data Sheets***

- Hard copy access (Site specific)
- Proper spill kits for all SDS chemicals must be at work site

Ladders and Scaffolds

- ▣ Contractors ensure ladders comply with and maintained in accordance with OSHA 1910.25, 1910.26, and 1910.105.3
- ▣ Scaffolds OSHA 1910.28, 1910.29, and 1926.45.1
- ▣ “Competent Person” 1926.451(a)(3)



Hand Tools

- ▣ Good condition
- ▣ Use tools for the purpose they are designed for
- ▣ **MUST BE SECURED AT ALL TIMES**



Electric Tools

- ▣ Double-insulated, Labeled
- ▣ If not...GROUND
- ▣ Ground wires must not be broken/disconnected
- ▣ Qualified person
- ▣ Quality of extension cord
- ▣ No spliced or patched cords

Housekeeping

- ▣ Contractors shall remove tools and supplies to their proper storage areas when workday ends
- ▣ No tools shall be left unattended
- ▣ Remove all scrap materials from the floor immediately after work
- ▣ Container(s) shall be provided by contractors to discard metal, wire, wood at the end of each workday
- ▣ Follow waste management plan for the job
- ▣ Any VA-owned equipment/furniture in construction sites must be covered with plastic

Hot Work Permits

- ▣ Signed by Safety Section or Engineering Chief
- ▣ Contractor must provide a fire extinguisher
- ▣ All equipment inspected prior to use
- ▣ All combustibles **35** feet from hot work
- ▣ Floor and openings within **35** feet covered
- ▣ Areas monitored for **30 minutes after work**

Environmental Health and Safety

- ▣ Do not mix hazardous waste with trash
- ▣ The General Contractor on each project has a written waste management plan - FOLLOW IT
- ▣ Do not leave containers outdoors where they can leak, be knocked over, or be exposed to adverse weather conditions such as rain, wind, snow



Chemical Incident Response

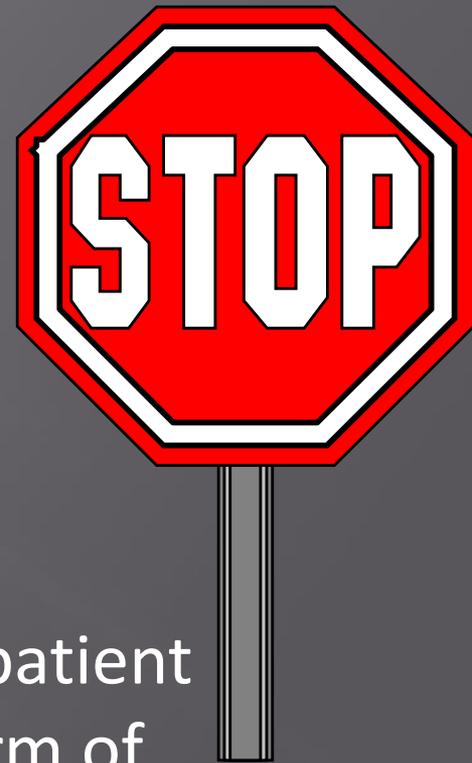
- ▣ Implement procedure for any occurrence
- ▣ Evacuate and alert others
- ▣ Notify Police & COR
 - Post emergency numbers on job site
- ▣ Switchboard will notify appropriate parties
- ▣ Establish command center
- ▣ VA is responsible to make notifications when required to EPA / ADEM, and Public Relations
- ▣ All chemical spills are reportable

Airborne

- ▣ Airborne contaminants control is critical in all hospital areas
- ▣ Protect patients and staff
- ▣ Contractor shall limit dissemination of airborne contaminants produced by construction related activities to the minimum amount possible
- ▣ Dust in ceilings
- ▣ Asbestos containing materials
- ▣ Ceilings and walls in protection area need to be secure with no openings

Protection

- ▣ Protect patients and staff
- ▣ Exercise caution
- ▣ Take necessary precautions
- ▣ Safety first
- ▣ We serve a very large visually impaired patient group, posting a sign is not adequate form of warning for this population, contractors must install durable barriers to secure their job site
- ▣ VA-approved ICRA and ILSM must be in place prior to commencement of work



Negative Air Machines

- ▣ Units shall include pre-filters, final filters, HEPA and filter static pressure gauges
- ▣ 99.97% Efficient
- ▣ Pre-filter on micro trap unit
- ▣ Proper pressure must be verified with Negative Air Monitors daily (installed on site)
- ▣ Exhaust ducts must be tightly connected to machines and not have leaks



Carpets or Mats

- ▣ Enclosure entrances
- ▣ Vacuumed or changed often
- ▣ Only use certified HEPA-filter vacuums

Dust Caps

- ▣ Block off all existing ventilation ducts within the construction area
- ▣ Duct caps shall be dust tight and withstand airflow
- ▣ Properly clean ventilation units, heaters, and A/C units prior to use

Portable Enclosures

- ▣ Provide 4 mil portable polyethylene enclosures
- ▣ Enclose ladder
- ▣ Sealing off opening fitted tight
- ▣ Ceiling access for requirements

Spray Adhesive

- ▣ Aerosols have been prohibited from use in VA patient care buildings
- ▣ Should a contractor have a compelling reason why this technology is required, a written request for variance can be made via the COR
- ▣ When approved, contractor shall be fully responsible to restore impacted building surfaces from any residual adhesive

Schedule of Requirements

- ▣ Unsafe levels
- ▣ Notify to correct conditions
- ▣ All work shall be stopped
- ▣ Contractor shall take immediate actions
- ▣ Complete field review of airborne containment
- ▣ Checklist

Containment

- ▣ Maintain levels of airborne contaminants
- ▣ Negative air machines provide flow necessary based on volume of construction area
- ▣ 2 air machines minimum
- ▣ Change filters
- ▣ DOP tested and certified
- ▣ Pressure monitor with daily checks (document)
- ▣ Dust must be removed from contractor clothing prior to leaving the work area

Airborne Contaminant Control Enclosures and Barriers

- ▣ Dust proof enclosures
- ▣ Minimum traffic
- ▣ Keep doors closed
- ▣ Construction barrier doors must be self-closing, positive latching, and have store room function lock
- ▣ Patient care and support areas
 - Provide negative air pressure
 - Adequate ventilation
- ▣ VA-approved ICRA and ILSM must be in place prior to commencement of work

Enforcement

- ▣ Failure to contain will result in written warning
- ▣ Situation will be corrected immediately
- ▣ Owner has right to cause work to stop
- ▣ Inspection rounds can be conducted at any time by the VANYHHS Construction Safety Committee
- ▣ Photo documentation can be collected by the VANYHHS Construction Safety Committee
- ▣ Any conditions of concern will be recorded by the Contracting Officer

Life Safety

- ▣ All exits and fire lanes unobstructed at all times
- ▣ Contractor must provide appropriate number of fire extinguishers on job site in inspect monthly
- ▣ Contractor must coordinate with VA Engineering to protect fire alarm devices and fire sprinklers (including piping)
- ▣ Contractor must maintain good housekeeping
- ▣ General Contractor must educate all contracted employees and sub-contractors to the VANYHHS Fire Response Plan
- ▣ Follow all NFPA codes/standards
- ▣ Follow all VA Directives and design manuals

