

CHALMERS P. WYLIE VA AMBULATORY CARE CENTER (ACC)  
420 North James Road  
Columbus, Ohio 43219

## SAFETY, HEALTH, ENVIRONMENTAL AND INFECTION CONTROL SITE SPECIFIC CONTRACTOR SAFETY GUIDE

The purpose of the following site specific guide is to aid contractors in performing safe and healthy work practices at the Columbus VA Ambulatory Care Center and to protect patients, visitors, VA employees, themselves, the environment and federal property while doing so. It is an ancillary guide to regulatory requirements and follows regulatory requirements. All contractors are expected to comply with all applicable local, state, and federal regulations and codes, as well as requirements in their contract with the ACC. Contractors will have a written safety compliance program which addresses how they will comply with all applicable OSHA and EPA requirements for the work they perform. If you have urgent safety questions and your contact person is unavailable, call the safety officer at 614-257-5310. All contractors will have the right to review the proposed work site prior to work beginning and will be allowed to address any safety, health or environmental concerns they might have to the Project Engineer and/or Facility Safety Officer. Any identified issues requiring correction will be corrected before work begins. In the event of an evacuation, contractors should have a pre-determined meeting spot away from buildings and out of the roadway. One person should be responsible to ensure employee accountability.

<http://www.youtube.com/watch?v=0yvBBRuISRo&feature=youtube>

1. Medical Emergencies: In the event of a medical emergency on ACC property, the contractor should contact VA Police at 5555 or, if off site, and need to contact on site call 614-257-5555. Should the contractor be located outside of the buildings, the contractor should summon local medical emergency services by dialing 911. Once 911 has been called, notify the VA police to inform them that 911 has been called. VA Police will assist responders. However, if the contractor requiring medical assistance can safely be transported to the ACC Urgent Care Center, the contractor will receive care. Generally, care is limited to the point the individual is medically stable and can be discharged or safely transferred to non-VA health care.  
EXCEPTION: If an emergency occurs within *any* Confined Space on ACC property, 911 should be called immediately. VA Police should be notified at 5555.

### 2. Working in a Healthcare Environment:

Measures must be taken to isolate and secure the work area from patients, visitors and unauthorized VA employees, limiting access to authorized personnel only. Contractor vehicles, equipment, tools and materials must be under the direct control of the contractor. Security is a cooperative effort. VA Police enforce federal and local laws and 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 ACC 24 hours a day. All contract workers are required to obey traffic, parking and security regulations. 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. The speed limit on site is 15 mph and strictly enforced. Contractors will not park in lots reserved by signs for patients and staff, on the grass, or in any other no-parking area. Vehicles in fire lanes will be towed at the owner's expense. Some long term projects may have special designated parking. All contractors will have a sign visible through the windshield indicating the name of their employer and the specific location of their worksite. The ACC and its surrounding grounds are Federal properties and citations issued are treated as a federal offense, and go before a federal judge. Smoking is only allowed at the designated smoking area. Please use designated receptacles. Contractors assigned to worksites designated as "construction zones or areas" shall not travel through public and patient areas of the ACC or use passenger elevators without prior authorization from the CO and the COR. The COR will inform the contractor which

facility lavatories they are permitted to use. Contractors will obtain a PIV badge through VA Police and will display their badge at all times while on VA property. Contractors will maintain their badge until the end of their work project. Contractors will return their badge on the last day they will work at the ACC or completion of project. Additional guidelines need to be followed:

- a. Information concerning patients and their records is considered CONFIDENTIAL.
- b. Speak softly while in patient areas, in corridors & in any other areas where people are working.
- c. If patients ask you for help or advice, refer them to a VA employee for assistance.
- d. Do not handle any medical or patient equipment unless you are specifically assigned to do so as a contract worker. Also, do not use the nursing counters.
- e. Do not leave any tools, equipment or electrical cords that pose a tripping hazard unattended.
- f. Contract workers should not enter a room that has signs posted such as "Biohazard", "Caution" or other hazardous areas or UCC or Surgery unless asked to do so by their supervisor and it has been cleared by appropriate VA personnel.
- g. If your supervisor has asked you to enter a room confer with the nurse manager in charge of the floor or area before entering. She/he will give you instructions to protect yourself and our patients.
- h. For all "CODES", "STAT PAGES" or emergencies, stand clear of the hallways so that emergency personnel and equipment can move freely.
- i. Do not move or touch a patient. Inform the nursing staff of all patient requests.
- j. Do not block hallways, passageways, or exits.
- k. All supplies and other deliveries must be stored in a predetermined location, not left on the floor, and not left unattended.
- l. If working in any Behavioral Health area, be especially aware that patients may threaten or use unattended tools as weapons. Closely monitor your tools.
- m. Cameras, tape recorders, firearms, knives exceeding 3 inches, other weapons, alcoholic beverages, illegal drugs, and non-regulated explosives are strictly prohibited.
- n. Gasoline engines are not allowed inside any building.
- o. Facility doors should never be propped open.
- p. Contractor progress photographs are allowed with prior approval of VA Police .
- q. Emergency Numbers: On site: 5555, Off site: 614-257-5555

3. SPECIAL PROCEDURES, TOOLBOX TALKS: Any special procedures that need to be addressed by either the VA or the contractor prior to work beginning will be addressed appropriately before work begins. The contractor is expected to conduct toolbox talks and discuss them with their workers on a weekly basis to help maintain a safe working environment.

4. WORK PERMITS: Any permits including hot work, confined space and/or compromise of fire walls are required to be completed by the contractor. The contractor can provide their form if it contains all the information a VA permit form contains or they can contact their project engineer to obtain a VA permit form. All permits will be completed and turned in to the Project Engineer. The Project Engineer will provide copies to the Facility Safety Officer before work begins.

5. POSTING OF REQUIRED SIGNS: A pre-construction risk assessment is completed by the Project Engineer, Infection Control and Safety Officer prior to work beginning and will be posted at the entrance(s) of the work site. Construction Area Keep Out signs will be posted at the entrance(s) of the work site. If hardhats are required, a Hardhats Required sign will be posted at the entrance(s) of the work site. If the Hardhats Required sign is posted, then hardhats must be worn by those who enter the work site.

6. OSHA GENERAL DUTY CLAUSE: All VA and contractor employees are subject to the Occupational Safety and Health Act of 1970. This act states:

(a) Each employer --

(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees; 29 USC 654

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

7. GENERAL INSPECTIONS: VA Project Engineer will inspect their work sites daily, document the inspection on the daily checklist and maintain their checklists. Facility Safety Officer will conduct at least weekly inspections of the work site, document on the weekly checklist and maintain the checklists. The Project Engineer and Facility Safety Officer will immediately address findings to the contractor person in charge on site for on the spot corrections. If the findings cannot be corrected on the spot then the contractor has no more than 3 days to correct the finding. If the finding is immediately dangerous to life and health and is not corrected, the Project Engineer or Facility Safety Officer can stop work. It is the responsibility of the contractor to maintain a safe and healthy work environment.

8. TRAINING: Every VA and contractor employee must have the certification and/or training required to performing the work they will be performing prior to beginning work. Every VA and contractor employee that oversees or performs construction work is required to complete a current OSHA 30 hour (supervisor and above) or 10 hour construction safety course prior to beginning work and the documentation proving completion must be provided to the Project Engineer and/or Facility Safety Officer prior to beginning work.

9. EMERGENCY RESPONSE PROCEDURES: During an emergency response within the facility or on federal grounds, the contractor in charge must account for all of their employees and that group must follow directions given by federal emergency response personnel.

10. FIRE ALARM SYSTEMS AND FIRE PROTECTION (FIRE DRILLS, EVACUATION, SPRINKLERS, PULL STATIONS, FIRE EXTINGUISHERS, EXIT LIGHTS, AND SMOKE DETECTORS: Prior to construction activities, the Project Engineer or Facility Safety Officer reviews all fire protection and fire protection devices with the contractor. The contractor will be notified by the Project Engineer of the locations of all fire safety devices within the work site area. As determined by the Project Engineer with the contractor, if any operations of fire safety devices or alteration of any fire safety devices is to occur, the Project Engineer is to notify the Facility Safety Officer. If the effect is 4 hours or longer an ILSM (Interim Life Safety Measures) form and matrix must be completed by the Facility Safety Officer, posted at the entrance along with the pre-construction risk assessment and all VA employees effected by and working around the work site will be notified of the

changes and provided alternate instructions for life safety. Contractor usable fire extinguisher(s) will be maintained within the work site by the contractor and a clear path to the fire extinguisher(s) will be maintained. The contractor will inform the Project Engineer and Facility Safety Officer where the fire extinguisher(s) are kept. Exit lights, where required and leading out of the work site will be properly installed and maintained by the contractor. All fire safety devices within the work area will be protected from damage by the contractor and if damaged will be repaired or replaced by the contractor.

11. BIOHAZARDS INFECTIOUS MATERIALS, INFECTION CONTROL AND MAINTAINING NEGATIVE PRESSURE WITHIN DESIGNATED WORK AREAS: It is the responsibility of the contractor to maintain control of any emissions (gases, vapors, fumes, dusts and mists) given off by construction activities. These emissions can affect the safety and health of patients, visitors and VA employees. Indoors, the contractor must maintain negative air pressure within the work site. This negative pressure must be maintained  $>0.01$  inch of water gage compared with adjacent areas at all times. The air system may need to be coupled with a compensating exhaust system that increases when the supply flow increases. Usually, a magnehelic gage is used to monitor pressure.

12. MAINTAINING A SECURE WORK AREA: The contractor is responsible for maintaining a secure work site at all times. Secure means, keeping people out who are unescorted and do not have a need to enter. The contractor is responsible for securing their tools, chemicals and other materials from being taken by non-contractor people.

13. FIRST AID: The contractor will maintain a fully stocked construction first aid kit on site. The kit will not be expired or have expired items. All contractor employees will know its location and a clear path to the kit will be maintained. The contractor will inform the Project Engineer and Facility Safety Officer where the first aid kit is kept.

14. ACCIDENT RECORD KEEPING AND REPORTING REQUIREMENTS: The contractor will report any accident caused by patients, visitors, VA employees or VA property to the Project Engineer and Facility Safety Officer.

15. HOUSEKEEPING AND STORAGE: The contractor will clean up after themselves. All construction materials, dust, dirt and spills will be cleaned up as they occur to avoid further incidences. The contractor will maintain an organized work site and store all material as required and as to prevent potential injuries or illnesses to people. The contractor is responsible for damages caused by them due to any out of work site releases or storage of materials.

16. HAZARD COMMUNICATION AND CHEMICAL SAFETY: Contractors will ensure their employees are trained on hazard communication and chemical safety. Current safety data sheets (SDS) will be maintained at the work site for all chemicals used by the contractor at each work site. All contractor employees will know where the SDS are kept and a clear path to the SDS will be maintained. The contractor will inform the Project Engineer and Facility Safety Officer where the SDS are kept and the Project Engineer and Facility Safety Officer can inspect SDS as needed. All chemical containers will be properly labeled and stored. All chemicals will be used properly and for their intended purpose. Excess chemicals will be removed from the work site and VA property by the completion of the construction project. Use of hazardous chemicals will be discussed prior to the start of the construction project.

17. UNDERGROUND UTILITY LOCATION AND SERVICE INTERRUPTIONS: If the contractor accidentally causes a utility outage, they will immediately notify VA Police at 614-257-5555. The contractor will also inform the Project Engineer and Facility Safety Officer of any utility outage caused by the contractor. If the possibility exists that the contractor could interrupt utility operation during construction, it must be discussed with and has to be approved by VA Engineering and the Project Engineer prior to start of work.

18. EXCAVATIONS AND TRENCHES: Excavations and trenching must be approved by VA Engineering and the Project Engineer prior to any construction work involving excavation or trenching. All equipment used will be inspected and in good condition prior to start of work. All excavation and trenching will have safe guards to prevent people from falling into trench(s). All trenching and excavating shall be performed in compliance with OSHA, Federal, State and Local regulations and under the supervision of a competent person. At the discretion of the contractor, this may include contacting "Call Before You Dig", and any additional underground surveys required by contract to identify current utilities, prior to excavation. Barriers and silt dams will be in place before any work begins.

19. **ELECTRICAL HAZARDS, HIGH VOLTAGE, LOCKOUT/TAGOUT PROCEDURES AND LOG SHEETS:** Contractors will use certified electricians to complete their electrical work. All electrical work will be coordinated through the Maintenance and Operations Supervisor. All work will be properly performed where no electrical wiring will be exposed after work completion. Any work involving high voltage requires correct lockout/tagout (LOTO) procedures be implemented. Contractor employees who perform LOTO must be trained by their employer to do so, use correct lockout and tagging procedures, complete the VA LOTO log and wear all required personal protective equipment (PPE). Any live work on high voltage must be coordinated and have approval from the center Director prior to start of work. Electrical safety will conform to the following:

- a. Use only grounded UL-listed extension/flexible cords. Do not allow extension cords to cross a walkway or corridor, creating a trip hazard.
- b. Cords shall not be run through walls, ceilings, or floors, through doorways, or concealed behind doors, ceilings, floors, etc.
- c. Cords should be used in continuous lengths without splicing or tape and be visually checked prior to each use.
- d. All cord and plug connect equipment, e.g., sump pumps, hand-held motor operated tools, and appliances used outside that operate on greater than or equal to 110 volts, or likely to be used in a wet environment, shall be grounded and equipped with a ground fault circuit interrupter (GFCI).
- e. Listed or labeled portable tools and appliances, protected by an approved UL system of double insulation or its equivalent, need not be grounded

20. **CONTRACTOR AND VA CONFINED SPACE ENTRY PROGRAMS:** Any confined space entry work must be coordinated with the Project Engineer, Maintenance and Operations Supervisor and Facility Safety Officer prior to entry. VA employees will not enter confined spaces. Contractors will provide an entry permit to the VA prior to entry. Contractors will provide their own entry and safety equipment and rescue services. Contractors entering confined spaces shall be trained on an OSHA compliant Permit Required Confined Space Entry Program by their employer. The contractor will perform and document their own hazard assessment prior to entry. Contractors must properly monitor the confined space(s) for any hazards and use of proper in good condition personal protective equipment as needed. The contractor will have emergency procedures in case of an accident. All equipment used must be in good condition and proper working order.

21. **FALL PROTECTION AND SCAFFOLDS:** Contractor employees will use fall protection procedures, fall protection equipment and barriers when an employee is at 6 feet or more from a below surface. Scaffolding will not be erected without prior approval from the VA contact person. Scaffolding will be erected and dismantled under the supervision of, and inspected by, a competent person. Initial and periodic inspections will be documented and available for review. All equipment must be in good condition and functional. This applies to platforms, lifts, roofs and scaffolding. Proper barriers, guardrails, railings and lanyards will be used. Scaffolding will be of good grade and have attached ladders.

22. **HAND AND POWER TOOLS:** All hand and power tools must be in good working condition. No broken tools will be used. All power cords and air hoses will be in good condition with no cuts, frays, broken connections or taped surfaces. Power tools will have ground prongs and or be double insulated. All tools will be secured when not in use to prevent unauthorized people from taking them. Tools and equipment will not be left on and unattended at any time.

23. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** Contractor employees will be formally trained on the use and care of head, face, eye, hearing, body, hand and foot protection. All PPE will be in good condition, used correctly, used when required in accordance with OSHA and used when a hazard exist or could exist that could affect the body part. All PPE will meet or exceed applicable industrial hygiene measures for its intended use.

24. **HAZARDOUS NOISE:** Hazardous noise that could affect the safety and health of patients, visitors, VA employees and contractor employees will be addressed prior to start of work and appropriate steps will be taken to protect people from hazardous noise. Alternate work practices and when work is accomplished; reduction of exposure times; worker rotation; alternate equipment and tools use; sound barriers and PPE will be evaluated and used, as possible, to protect people from hazardous noise. Hazardous noise area signs will be posted when required.

25. **RESPIRATORY PROTECTION:** Contractors will use appropriate respiratory protection for the exposure hazard. Respiratory protection will be clean, in good condition and used properly. Contractors will ensure their employees are properly trained in respiratory protection.

26. **GASES, VAPORS, FUMES, DUSTS, AND MISTS:** Contractor employees will attempt, in all cases, to reduce the amount of gases, vapors, fumes, dusts and mists generated from work operations including using less hazardous materials, barriers, strategic planning, worker rotation, working in evenings or on the weekends and using PPE. Barriers will be properly constructed to prevent exposures. Contractor employees will protect themselves and others from unneeded exposures.

27. **FLAMMABLE AND COMBUSTIBLE LIQUIDS:** Contractor employees will attempt to use less hazardous materials, store chemicals properly in cabinets and will separate and use chemicals properly for their intended use. All unused chemicals will be removed and disposed of properly by the contractor from the work site upon completion of project.

28. **WELDING, CUTTING, BRAZING, HEATING AND HOT WORK:** All welding, cutting, heating and hot work will be performed by trained qualified contractor employees. Contractor employees will use appropriate PPE. Fire watches with standby contractor employee with fire extinguisher and 30 minute after work check will be performed and documented. All hot work requires the completion of a hot work permit for each shift worked and approval by the project engineer. The permit is to be returned to the Project Engineer. The hot work permit will be posted with the risk assessment at the entrance of the work site. *\*For weekend or holiday work, a permit is to be signed out during the regular day shift just prior and returned on the next regular day shift between 8am and 4pm.*

29. **LADDERS:** Contractors will supply their own ladders. Contractor employees will use the correct ladder for the task performed. The top 2 steps and very top of a step ladder will not be used as a step. Extension ladders will be placed properly as to distances and as not to damage the surface they touch. All ladders will be used properly for their intended purpose. All ladders will be in good condition, identified as the contractor's ladder(s) and have the correct weight limits for the contractors using them.

30. **STAIRWAYS:** All stairways installed or built by the contractor will meet all quality, grade and handrail requirements.

31. **FLAGGERS:** When needed, contractors will use flaggers for traffic control of vehicles bringing their materials on site. All flaggers will have and use reflective safety vests while performing traffic control.

32. **MOTOR VEHICLES AND MECHANIZED EQUIPMENT:** Contractor employees are responsible for the operation, control and condition of motorized vehicles and equipment owned, rented or borrowed under their control. They are responsible for any damages to people or property from operator error or equipment malfunction. The contractor will ensure their employees are appropriately licensed, certified, trained, insured and qualified to operate motorized vehicles and equipment. Motorized vehicles and equipment will have up-to-date fire extinguishers readily available for use. Contractor employees will use PPE when potential hazards exist. Seatbelts are required. Speeding is prohibited. Operation of heavy equipment will be evaluated to ensure clearances and spotters will be used.

33. **COMPRESSED GAS CYLINDERS:** All compressed gas cylinders shall be in good condition, properly identified and labeled and stored properly and securely. When not in use, cylinders will be stored with the protective cap on, in an up-

right position and physically secured. Valves and hoses will be leak checked before use. While in use, secure cylinders in holders.

34. **HOISTS AND CRANES:** The contractor will submit a lift plan, prepared by a competent person, to the VA contact person for approval prior to the arrival of a crane or hoist to the work site. The contractor will ensure that hoists and cranes are in good condition and are weight rated for the materials they're lifting. The contractor will ensure their employees are appropriately trained, certified, licensed, qualified and insured to operate hoists and cranes. Contractors will ensure crane and hoist inspection and maintenance records are readily available for inspectors. Cranes and motorized hoist will have up-to-date fire extinguishers readily available for use. Contractor employees will use PPE when potential hazards exist.

35. **MATERIAL HANDLING AND RIGGING:** Contractor employees will be trained in material handling, lifting and rigging prior to moving materials. All materials moved will be stored safely, properly and security. All moving equipment will be properly maintained, used and in good condition. PPE will be used as required.

36. **AERIAL LIFTS AND ELEVATED PLATFORMS:** An aerial lift is any vehicle-mounted device used to elevate personnel. They may be powered or manually operated. Only trained and authorized persons are allowed to operate an aerial lift. Prior to each work shift, the contractor will conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition. Employers must assure that work zones are inspected for hazards and take corrective actions to eliminate such hazards before and during operation of an aerial lift. Fall protection must be used and will be in good condition. Operation, traveling and loading will be accomplished in a safe manner. Contractor employees shall ensure overhead protection. All aerial lifts will be used in a stable work zone or area.

37. **DEMOLITION OPERATIONS:** All demolition will be coordinated with the Project Engineering and Facility Safety Officer. The demolition contractor shall take steps to safeguard the health and safety of workers at the job site and any operations that may affect nearby patients, visitors, VA employees and/or property. The demolition job shall be planned including the methods to be used to bring the structure down, the equipment necessary to do the job, and the measures to be taken to perform the work safely. All planning work shall be performed by a competent person experienced in all phases of the demolition work to be performed. "No employee shall be permitted in any area that can be adversely affected when demolition operations are being performed. Only those employees necessary for the performance of the operations shall be permitted in these areas." Prior to starting all demolition operations an engineering survey of the structure must be conducted by a competent person. The demolition contractor must maintain a written copy of this survey and will provide a copy to the Project Engineer and Facility Safety Officer.

## **Infection Control: Airborne Containment & Dust Control**

Infection Control: Airborne Containment & Dust Control

1. A preconstruction infection control risk assessment (PICRA) is developed by the Safety Officer, Infection Preventionist and COR and is required before the project begins. The PICRA is posted on the job site. Project manager maintains a copy.
2. Full containment, fire rated, airtight barrier walls for dust control must be in place before construction starts.
3. Additional airborne containment equipment is designated by job CLASS and may include: HEPA filtration units, portable enclosures, prefabricated partitions, anterooms, dust caps, tacky mats, and HEPA filtration vacuum.
4. Appropriate personal protective equipment (PPE), such as goggles for eye protection, hard hat, shoe covers, and cloth or paper coveralls will be worn upon entering site.
5. All PPE must be removed at the site exit to prevent carrying dust to other areas within the facility. Clothes and shoes should be free of loose dust once PPE is removed. HEPA filtration vacuum may be used prior to exiting site.
6. Walk-off or Tacky mats must be placed at site entry and exit and must be changed frequently (checked at least twice daily) to prevent tracking of dust/debris into clean areas.
7. During demolition activities, contractor MUST use a HEPA-equipped air filtration unit 24 hours per day and dust should be vented to the outside of the building whenever possible.
8. Isolate the HVAC system in the area where work is being done to protect the duct systems when necessary.

9. Contractors are responsible for keeping the construction areas and entrance/exit zones clean. This may include wet mopping and vacuuming with HEPA filtered vacuum at the end of each work day.
10. No food or beverages should be taken into the construction work area.
11. Contain construction waste in tightly covered container before transport. Damp wipe outside of container & wheels.
12. Plan dedicated ELEVATOR and route to the outside for removal of construction waste.
13. Plan designated route for construction crew to enter and exit the building. Plan designated bathroom for crew.
14. Plan designated route and procedure for crew to leave job site to access Canteen, Canteen store or Starbucks ( e.g., shoe covers and cloth or paper coveralls are required for Class III and IV projects).
15. Per CDC, construction workers may be required to provide documentation of Tuberculosis test (PPD) before the project starts. A pre-project TB risk assessment will be completed by Infection Control. The contractor must provide the necessary pre-project TB testing if required. ACC is considered a low risk facility.

The construction Class is determined by the activity and location related to patient risk, the amount of dust generated, the duration of the activity, and the amount of shared HVAC systems.

Class I project: includes inspection & non-invasive activities (e.g... limited to 1 ceiling tile per 50 ft; minor trim work).

Class II project: includes small scale, short duration activities that create minimal dust, (e.g. installation of telephone or computer cables, access to chase spaces, cutting of walls or ceilings where dust can be controlled).

Class III project: 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).

Class IV project: includes major demolition and construction projects.

For questions, contact the Infection Preventionist Mon-Fri (except holidays) 8:00 am - 4:30 pm at 614-257-5458

## **Environmental Management (GEMS)**

Contractors will evaluate environmental aspects and impacts from the project and comply with applicable EPA and ACC Environmental programs which include:

1. Clean Air Act (boilers, generators, ETO, HAP emission, etc.
2. Clean Water Act, Safe Drinking Water Act (waste water, storm water protection, sediment and erosion control)
3. Underground/ Above ground Storage Tanks
4. National Environmental Policy Act (NEPA)
5. Resource Conservation and Recovery Act (RCRA)= solid waste, hazardous waste, universal waste, used oil recycling)
6. Toxic Substances Control Act (TSCA, asbestos, lead, PCB, etc.)
7. Energy Independence and Security Act (EISA)
8. Ohio State and Local Requirements

Waste and Housekeeping:

Construction areas will comply with OSHA requirements. Waste and debris will be removed by the contractor and disposed of in accordance with environmental regulations. Contractors will not use VA dumpsters or other trash receptacles for their waste or construction debris .

Solid Waste Management:

Contractors will evaluate the solid waste to be generated from the project. Reuse and/or recycle construction debris (e.g. wood, metal, plastic, masonry, used oil) as much as possible. Submit the recycling records to VA GEMS Office.

Hazardous Waste Management: Contractor will evaluate any hazardous waste to be generated from the project and comply with ACC's hazardous waste management plan. Recycle fluorescent lamps, bulbs, mercury-containing equipment, batteries, used computer and electronics. Submit the recycling records to VA Environmental Safety and Occupational Health. All hazardous waste generated from your project shall be reviewed by VA Safety Office. Any hazardous waste shipment manifests must be approved and signed by a VA GEMS Program Manager who has a current RCRA & DOT training. No chemicals or hazardous materials will be brought on site without prior approval of the SDS.

Hazardous Material Spills:

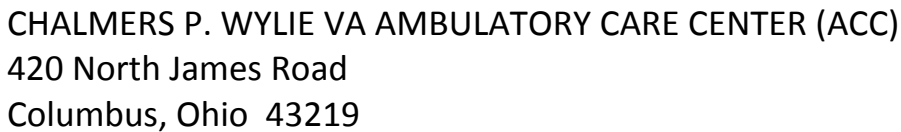
The EPA defines a spill as any oil or petroleum products, chemicals, wastes or other potentially dangerous materials that are released in any manner. Report ALL spills to COTR & GEMS Program Manager or VA Police at ext. 5555. \*Always use environmental friendly or green products whenever you can. Submit all SDS to your VA contact.

By signing below, I have read and understand the information provided in this literature.

Contractor signature: \_\_\_\_\_



Contractor Pamphlet for Safety, Infection Prevention, Environmental &amp; Security



Brief work description/title: \_\_\_\_\_

Company name/work group: \_\_\_\_\_

Company designated representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Work location/bldg: \_\_\_\_\_ Date: \_\_\_\_\_

VA Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

What are some critical steps or phases of today's work? \_\_\_\_\_

What can go wrong? \_\_\_\_\_

What can we do to prevent this? \_\_\_\_\_

<p><b>Permits / plans in effect</b></p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Confined Space</p> <p><input type="checkbox"/> Construction Project Air Permit</p> <p><input type="checkbox"/> Control of Hazardous Energy (CoHE)</p> <p><input type="checkbox"/> Elevated Surface (ESWP)</p> <p><input type="checkbox"/> Electrical (EWP)</p> <p><input type="checkbox"/> Excavation</p> <p><input type="checkbox"/> Fire Protection Impairment/Fire Tech contacted</p> <p><input type="checkbox"/> Hot Work</p> <p><input type="checkbox"/> Hoisting and Rigging</p> <p><input type="checkbox"/> Penetration</p> <p><input type="checkbox"/> Radiation Work</p> <p><input type="checkbox"/> Storm Water BMP in place</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Inspection / Oversight / Certification or License</b></p> <p><input type="checkbox"/> Excavation inspection required and scheduled</p> <p><input type="checkbox"/> Scaffold inspection required and scheduled</p> <p><input type="checkbox"/> Hot work fire watch required and scheduled</p> <p><input type="checkbox"/> IH monitoring/survey required and scheduled</p> <p><input type="checkbox"/> Verify operator license or certification</p> <p>Notes:</p>
<p><input type="checkbox"/> Review plans for changing or extreme weather</p> <p><input type="checkbox"/> Flaggers to control vehicle or pedestrian traffic understand duties</p> <p><input type="checkbox"/> Appropriate hazardous/non-hazardous waste disposal procedures understood AND bins/containers in place</p> <p><input type="checkbox"/> Work coordinated within and between adjacent work groups</p> <p><input type="checkbox"/> Workers are aware of potential impact and mitigation measures of adjacent work activities</p> <p><input type="checkbox"/> <b>Emergency procedures reviewed</b></p>	
<p><b>Construction subcontractor notifications</b> [10 CFR 851]</p> <p>Subcontractors must report to their company's designated representative any hazards not previously identified or evaluated. The designated representative must immediately notify the Project Manager and Facility Safety Officer of any previously unidentified hazards brought to their attention. Construction subcontractor ensures workers acknowledge being informed of the hazards and controls associated with assigned work.</p>	

**Task updates:** \_\_\_\_\_  
\_\_\_\_\_

I understand today’s scope of work and associated hazards, and will ensure controls are implemented. I understand I have the authority to stop work, should I have questions or recognize a hazard that may not be adequately controlled.

Worker Name (Print)	Initial	Company Name (if different than page 1)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

Complete as appropriate to document release.

We have reviewed this document, unique area hazards of today’s work, other relevant information and have reviewed this information with the contractor employees above for releasing them to execute today’s scope of work. All contractor employees have read and understand this document. A “stop work” can be issued for safety concerns that can adversely affect the safety and health of people, the environment and/or property until corrective actions are completed.

\_\_\_\_\_  
Contractor Representative Signature, Printed Name and Date

\_\_\_\_\_  
Project Engineer Signature, Printed Name and Date

\_\_\_\_\_  
Facility Safety Officer Signature, Printed Name and Date



CHALMERS P. WYLIE VA AMBULATORY CARE CENTER (ACC)  
420 North James Road  
Columbus, Ohio 43219

## SAFE WORK PERMIT

### A. WORK SCOPE (To be completed by the Owning Department)

Check relevant box(es) to indicate type(s) of work included to complete task.

- ☐ Cold Work      ☐ Hot Work      ☐ Vehicle Entry      ☐ Excavation  
☐ Confined Space Entry Refer to Confined Space Permit # \_\_\_\_\_  
☐ Pre-Startup Safety Review (PSSR) Required (MOCA # \_\_\_\_\_)  
☐ Not Available

Specific Location: \_\_\_\_\_

Equipment To Be Worked On: \_\_\_\_\_

Work To Be Performed: \_\_\_\_\_

Craft and Company: \_\_\_\_\_ Est. # in Crew: \_\_\_\_\_

Lock box required to protect this job: \_\_\_\_\_ (enter number)

List vehicle(s) entering and route of entry: \_\_\_\_\_

### PERMIT TIMING

#### ISSUED:

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

#### Permit Update

Time(s): \_\_\_\_\_  
(Initial by Updates)

#### VALID UNTIL:

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

Maint. Request/Work Order  
Number: \_\_\_\_\_

### B. POTENTIAL HAZARDS (To be completed by the Owning Department)

- ☐ Flammable      ☐ Pyrophoric      ☐ Harmful to Breathe      ☐ Harmful by Skin Contact  
☐ Potential Health Hazards Reviewed      ☐ Process Hazard Overview Location

### C. PERSONAL PROTECTIVE EQUIPMENT (To be completed by the Owning Department with the Maintenance or Contractor Representative)

(Check all additional equipment that is required.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bunker Gear                          | <input type="checkbox"/> Hearing Protection                  | <input type="checkbox"/> Dust Respirator                    |
| <input type="checkbox"/> Chemical Slicker Suit (Pants&Jacket) | <input type="checkbox"/> Goggles                             | <input type="checkbox"/> Gas Monitor                        |
| <input type="checkbox"/> Chemical Resistant Gloves            | <input type="checkbox"/> Faceshield                          | <input type="checkbox"/> Safety Harness & Life Line         |
| <input type="checkbox"/> Rubber Boots                         | <input type="checkbox"/> Organic Vapor Respirator            | <input type="checkbox"/> Tripod Emergency Escape Unit       |
| <input type="checkbox"/> Flash Hood                           | <input type="checkbox"/> Supplied Air Hood                   | <input type="checkbox"/> Personal Fall Protection Equipment |
| <input type="checkbox"/> Life Vest                            | <input type="checkbox"/> Supplied Air Respirator (Breathing) |   |
| <input type="checkbox"/> Other: _____                         |  |   |

### D. CHECK LIST (To be completed by the Owning Department)

(Check what has been completed.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Joint Job Site Visit            | <input type="checkbox"/> Electrical Isolation Completed/Field Switch Tested | <input type="checkbox"/> Isolation Point Tags in place                      |
| <input type="checkbox"/> Equipment Depressurized/Drained |   | <input type="checkbox"/> In-Service Welding Conditions Met                  |
| <input type="checkbox"/> Hot Tap/Stopple Conditions Met  |   | <input type="checkbox"/> Equipment Isolated and locked out                  |
| <input type="checkbox"/> Drains/Vent Opened & Cleared    |   | <input type="checkbox"/> Blinds In Place <input type="checkbox"/> Line Flow |
| <input type="checkbox"/> Equipment Water/Steam Flushed   |   | <input type="checkbox"/> Electrical Equipment Still Live                    |
| <input type="checkbox"/> U.T. Confirmed                  |   | <input type="checkbox"/> Equipment Inert Gas Purged                         |
| <input type="checkbox"/> Equipment Still Live            |   | <input type="checkbox"/> Line Identified                                    |
| <input type="checkbox"/> Written Formal JSA Completed    |   | <input type="checkbox"/> PSSR Tags in place                                 |
| <input type="checkbox"/> Atmosphere Tested               |   | <input type="checkbox"/> Equipment Identified                               |

Other: \_\_\_\_\_

**E. PRECAUTIONS** (To be completed by the Owning Department with Maintenance/Contractor input; precautions to be taken by Maintenance/Contractor)

Check what must be completed PRIOR to commencing work.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cover Sewers                | <input type="checkbox"/> Scaffolding Inspection Complete       | <input type="checkbox"/> Fire Watch (w/ Red Vest)  |
| <input type="checkbox"/> Continuous Atmospheric      | <input type="checkbox"/> Air Mover (Grounded)                  | <input type="checkbox"/> Fire Extinguisher at Work |
| Site   | <input type="checkbox"/> Charged Hose/Area Wet (if applicable) | Monitoring   |
| <input type="checkbox"/> Barricade/Signs             | <input type="checkbox"/> Fire Resistant Blanket/Enclosure      | <input type="checkbox"/> Covered Cable             |
| Trays/Raceways                                       |  |  |
| <input type="checkbox"/> Communication Type(s) _____ |  | <input type="checkbox"/> Other                     |

Designated Fire Watch: \_\_\_\_\_  
Fire Watch remains 30 min after hot work

☐ Class A Combustibles (paper, wood, grass, etc.)

Designated Hole Watch: \_\_\_\_\_

Designated Bottle Watch: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Permit Verification Performed by) (Verification Received by:) (Maintenance/Contractor Representative)

I VERIFY THAT THE ABOVE CHECK LIST "D" HAS BEEN COMPLETED, ALL OTHER CONDITIONS ("B", "C", "E") ARE UNDERSTOOD AND WHEN MET, THE AREA IS SAFE FOR WORK TO COMMENCE.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Permit Issued By)

I HAVE REVIEWED THE CONDITIONS OF THIS PERMIT AND APPROVE WORK TO COMMENCE WHEN CONDITIONS ARE MET.



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## HOT WORK PERMIT

For Cutting, Welding, Soldering, Brazing With Portable Gas Or Arc Equipment

Date:	
Building:	Number:
Department:	Floor:
Requested by:	
Work to be done:	
Is fire watch required?	Time permit expires:
<b>The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this work. This permit expires the same day it was initiated.</b>	
<i>Approving Official Signature</i>	
Actions taken by facility to facilitate hot work permit:	
Smoke detectors disabled <input type="checkbox"/>	Other:
Additional fire extinguishers provided <input type="checkbox"/>	
Time Started	Time Finished

### ATTENTION

Before approving any hot work permit, the approving official or designee shall inspect the work area and confirm that precautions have been taken by the requestor to prevent fire in accordance with NFPA 51B.

PRECAUTIONS	Sprinklers in service. Cutting and welding equipment in good repair.
WITHIN 35 FEET OF WORK	Floor swept clean of combustibles. Combustible floors wet down, covered with damp sand, metal, or other shields. No combustible materials or flammable liquids. Combustibles and flammable liquids protected with covers, guards, or metal shields. All wall and floor openings covered. Covers suspended beneath work to collect sparks.
WORK ON WALLS OR CEILINGS	Construction noncombustible and without combustible covering. Combustibles moved away from the opposite side of wall.
WORK ON ENCLOSED EQUIPMENT (tanks, containers, ducts, etc.)	Equipment cleaned of all combustibles. Containers purged of flammable vapors.
FIRE WATCH (IF NECESSARY)	To be provided during and 30 minutes after operation. Supplied with fire extinguisher and/or small hose. Trained in the use of the equipment and in sounding the fire alarm.

### **FINAL CHECK-UP**

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite sides of walls) were inspected 30 minutes after the work was completed and were found fire safe. Any devices disabled were re-enabled. Any additional supplies or equipment provided by the facility were returned to the facility.

*Approving Official Signature*