

Bay Pines VA
 Healthcare System

 10000 Bay Pines Blvd
 Bay Pines, FL 33744



DEPARTMENT OF VETERANS AFFAIRS
 Bay Pines VA Healthcare System
 Post Office Box 5005
 Bay Pines, Florida 33744

VA Contact Person

Name: _____

Phone: _____

Fire & Emergency #s

CW Bill Young = 711

Lee County = 911

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Contractor Pamphlet for Safety, Infection Prevention & Security

In this pamphlet, the term contractor refers to companies and their employees who perform work or provide services within the Bay Pines VA Healthcare System (BPVAHCS).

Contractors are expected to comply with all applicable local, state, and federal regulations and codes, as well as requirements in their contract with the BPVAHCS. Contractors will have a written safety compliance program which addresses how they will comply with all applicable: Occupational Safety & Health Administration (OSHA), U.S. Environmental Protection Agency (USEPA) and Florida Department of Environmental Preservation (FLDEP) requirements for the work they perform. Questions should be addressed to your VA contact person .

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 report if all are present.

If you have urgent safety questions and your contact person is unavailable, call the safety office at extension: 14591

Medical Emergencies

Contractors should have provisions to provide first aid or summon local medical emergency services (911 and additional notification to VA Police) if needed.

Once 911 has been called, notify the VA police at extension: 711 for the CW Bill Young Campus or extension: 711 at the Lee County Campus to inform them 911 has been called.

Working in a Healthcare Environment

Measures must be taken to isolate and secure the work zone from patients and visitors, limiting access to authorized personnel only. Tools and equipment must be under the direct control of the contractor.

Security, Identification and Campus Policies

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. 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.

Identification

Contractors will report to Building 11 (Police Department) and sign in prior to reporting to their worksite daily. Identification badges must be visibly displayed and worn on the upper torso in plain sight at all times while working within the BPVAHCS.

Driving and Parking

The speed limit on campus is 15 mph and strictly enforced. Contractors will not park in lots reserved for staff, on the grass, or in any other no-parking area. Vehicles in fire lanes will be towed.

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 medical center and its surrounding grounds are Federal properties and citations issued are treated as a federal offense, and go before a federal judge.

Smoking

The BPVAHCS is a smoke free system. Smoking is permitted in designated areas only. There is no smoking within 50 feet of any building. Please use designated receptacles.

Using Restrooms

Contractors assigned to worksites designated as construction zones will not travel through public and patient areas of the hospital, use hospital restrooms, passenger elevators, or canteen service.

Prohibited Items & Activities

Cameras, tape recorders, fire arms or other weapons, alcoholic beverages, non-regulated explosives or gasoline engines inside any building, propping of facility doors are prohibited. No photographs are allowed unless approved by Police or Safety.

Emergency Numbers

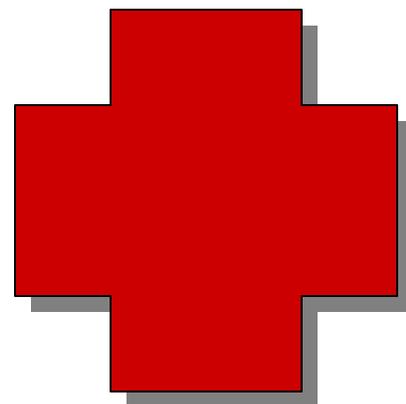
CW Bill Young VAMC 711

Lee County Healthcare Center 911

Non-Emergency Numbers

CW Bill Young VAMC 1411

Lee County Healthcare Center 12718



OSHA Programs and Special Conditions

The Occupational Safety & Health Administration (OSHA), requires employers to have compliant safety programs and trained employees. In addition, the BPVAHCS requires that all contractors hold a U.S. Department of Labor (USDOL) issued card certifying completion of the OSHA 10 or 30 hour outreach training for construction safety. For more information go to : <https://www.osha.gov/dte/outreach/faqs.html>

Competent Person

The term "Competent Person" is used in many OSHA standards and documents. An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" [29 CFR 1926.32(f)].

Compressed Gas Cylinders

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.

Trenching and Excavation

Contractor MUST notify and provide a "Call Before you Dig" (CBD) permit to Safety and Emergency Management Office (SEM) **before** excavation begins. All trenching and excavating will be done in compliance with OSHA requirements and under the supervision of a competent person. Barriers and silt dams will be in place before work begins. Contractors will provide their own entry and safety equipment. Also, they will rescue, and notify their VA contact person whenever a confined space entry is required.

Confined Spaces

All confined spaces on BPVAHCS property are assumed to be permit required unless they become re-classified by written assessment. Contractors entering confined spaces shall have been trained in an OSHA compliant Permit Required Confined Space Entry Program. Contractor is also responsible to furnish rescue services if needed. The VA contact person will provide a written hazard assessment of the space, but it is the obligation of the contractor to perform and document their own hazard assessment prior to entry.

Cranes and Lifting

The contractor will submit a lift plan prepared by a "competent person" to the VA contact person for approval prior to the arrival of the hoist on site. Certification of lifting equipment will be current and available for inspection.

Ladders and Scaffolding

Contractors will supply their own ladders. Scaffolding will not be erected without prior approval from the VA contact person. Scaffolding will be erected and dismantled under the supervision of a "competent person". Initial and periodic inspections will be documented and available for review.

Worksite Safety Inspections

The contractors' employer is responsible to provide a worksite free of recognized hazards. To this end the general contractor will perform safety inspections of their worksites with the Contractor Officer Representative (COR) on a daily basis. The VA contact person should be invited to observe these inspections.

Hot Work

Welding, cutting, brazing or work which produces heat or sparks or involves a flame requires a hot work permit for each shift the work is being performed. Notify your VA contact person if hot work is to be performed. Hot Work permits must be obtained in the Safety and Emergency Management Office (SEM) and returned at end of shift.

Elevated Work

Contractors performing work on elevated surfaces as defined by OSHA will have appropriate compliant fall protection, and will have proof of receiving fall protection training.

Electrical Work & Lock-out Tag-out (LOTO)

Contractors will have and be trained in their own compliant LOTO program. LOTO of equipment or electrical service by a contractor will be coordinated with the staff electricians and affected employees by the VA contact person who will facilitate a pre-planning meeting to ensure uniformity of process. Always use environmental friendly or green products whenever you can. Submit all Material Data Safety Sheets (MSDS) to your VA contact.

OSHA Programs and Special Conditions (continued)

Containment of smoke, dust, noise, odor, etc

Work zones will be enclosed as to contain smoke, dust, noise, or odors, and preclude them from infiltrating other parts of the hospital. Methods to ensure compliance should include negative air pressure equipment wherever possible. Testing of containment is required to demonstrate to the VA contact person that it is properly sealed prior to commencement of use. Plastic sheeting (6 mil reinforced) used to seal off areas shall be fire retardant.

Electrical Safety

- Use only grounded Underwriters Laboratories (UL)-listed extension/flexible cords. Do not allow extension cords to cross a walkway or corridor, creating a trip hazard.
- Cords shall not be run through walls, ceilings, or floors, through doorways, or concealed behind doors, ceilings, floors, etc.
- Cords should be used in continuous lengths without splicing or tape and be visually checked prior to each use.
- 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 120 volts, or likely to be used in a wet environment, shall be grounded and equipped with a ground fault Interrupter (GFI).
- Listed or labeled portable tools and appliances, protected by an approved UL system of double insulation or its equivalent, need to be grounded; however, GFI protection must still be used.



Working with Veteran Patients

1. Information concerning patients and their records should be considered CONFIDENTIAL.
2. Speak softly while on the wards, in library, in hospital corridors & in any other areas where people are working or patients are resting.
3. If patients ask you for help or advice, refer them to a VA employee for assistance.
4. Do not sit on any patient beds or handle any medical or patient equipment unless you are specifically assigned to do so as a contract worker. Also, do not use the nursing stations.
5. Do not leave any tools, equipment or electrical cords unattended
6. Contract workers should not enter a room that is posted "Precautions" or "No Visitors," or in areas such as the Intensive Care Unit (ICU) or Emergency Department (ED) unless asked to do so by your supervisor.
7. If your supervisor has asked you to enter 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
8. For all "CODES" or emergencies, stand clear of the hallways so that emergency personnel and equipment can move freely.
9. Do not move or touch a patient. Inform the nursing staff of all patient requests.
10. Do not block hallways, passageways, or exits
11. All supplies and other deliveries must be stored in a predetermined location, not left on the floor, and not left unattended.

Infection Control: Airborne Containment & Dust Control

1. An Infection Control Risk Assessment (ICRA) is required before every project is started. The ICRA is posted on the job site. The project manager will maintain copy in their folders.
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: High Efficiency Particulate Air (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 & shoes should be free of loose dust once PPE is removed. HEPA filtration vacuum may be used prior to exiting site.
6. Walk-off 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. It may be necessary to isolate the Heating, Ventilation & Air Conditioning (HVAC) system in the area where work is being done to prevent contamination of the duct systems.
9. Contractors are responsible for keeping the construction areas and entrance/exit zones clean. This may include wet mopping and/or vacuuming with HEPA filtered vacuum at the end of each work day.
10. No food or beverages should be taken into the construction area.
11. Proper containment of construction waste (tightly covered container) is mandatory.
12. Plan the shortest distance to an exit route when construction waste is being transported, unless otherwise approved by the facility.
13. Per Center of Disease Control (CDC), construction workers may be required to provide documentation of *Tuberculin skin test* (PPD) before the project starts. A pre-project Tuberculosis (TB) risk assessment will be completed by Infection Control. VA CT is a low risk facility.
14. An Infection Control Preventionist is available Monday—Friday (except holidays), 7:30 AM to 4:00 PM at extension: 17822 if there are infection prevention questions or concerns.



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 1 projects: include inspection & non-invasive activities (e.g., limited to 1 ceiling tile per 50 ft., minor trim work).

Class 2 projects: include 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 3 projects: include 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 4 projects: include major demolition and construction projects.

Green Environmental Management Systems (GEMS)

Contractors will evaluate environmental aspects and impacts from the project and comply with applicable U.S. Environmental Protection Agency (USEPA), Florida Department of Environmental Preservation (FLDEP) and BPVAHCS Environmental programs which include:

1. *Clean Air Act* (boilers, generators, Ethylene Oxide (ETO), Hazardous Air Pollutant (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, Polychlorinated Biphenyls -PCBs-, etc.)
7. Energy Independence and Security Act (EISA)
8. FL 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 VAMC dumpsters or other trash receptacles for their waste or construction debris. Contractors must furnish accounting of all waste generated during the project .

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 the VAMC SEM Office.**

Hazardous Waste Management

Contractor will evaluate any hazardous waste to be generated from the project and comply with BPVAHCS's hazardous waste management plan . Recycle fluorescent lamps, bulbs, mercury-containing equipment, batteries, used computer and electronics. Submit the recycling records to VA SEM Office. All hazardous waste generated from your project shall be reviewed by VAMC SEM Office. Any hazardous waste shipment manifests must be approved and signed by a VA Safety Officer who has a current Resource Conservation and Recovery Act (RCRA) and Department of Transportation (DOT) training. **No chemicals or hazardous materials will be brought on site without prior approval of the Material Safety Data Sheet (MSDS).**

Hazardous Material Spills

The Florida Department of Environmental Preservation (FLDEP) define 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 COR & SEM Office at extension 12728 or VA Police at extension 711 at CW Bill Young VAMC or extension 911 at Lee County Healthcare Center.

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

Contractor signature: _____

Date: _____