



CONTRACTOR REGULATIONS



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SECTION I

Safety Regulations

Section I

Contractor Safety

I. PURPOSE

To provide requirements for safety regulations and responsibilities for Contractors working at Veterans Affairs Greater Los Angeles Healthcare System or its affiliates that will provide protection for employees, patients, visitors and property.

II. BACKGROUND

Contractors working at VA Greater Los Angeles Healthcare System (VHGLAHS) have a responsibility to perform their work so fire, accident and injury does not occur.

III. RESPONSIBILITIES

The Contractor shall be responsible for providing documentation of regular safety meetings with all trade foremen. The foremen are responsible for education and enforcement of all safety regulations.

The Contractors, his employees, the Sub-contractors, and all Sub-employees SHALL comply with these instructions, Federal, State, and Local regulations in the fulfillment of their contract at VAGLAHS.

IV. INSTRUCTIONS

A. Accident Prevention

In the performance of the contract, the contractor shall comply with the applicable provisions of the Occupational Safety and Health Act (OSHA). For the purpose of these regulations, the term “Contractor” refers to both the Prime Contractor and all their Subcontractors.

V. GENERAL REQUIREMENTS

- A. The use of radios or other sound producing equipment is not allowed on any construction project.
- B. Type II Hard Hats are mandatory on all construction projects.
- C. Eye and ear protection SHALL be used when required.
- D. Foot Protection:
 - 1. Steel Toe Safety shoes are recommended.
 - 2. Open toe shoes, sandals, or sneakers are prohibited.

- E. Unsafe equipment **MUST** be removed from service until it is repaired or replaced. (Ladders, tools, staging, etc.)
- F. Smoking is prohibited within all buildings, on balconies, or on the roof, and only allowed in designated outside areas.
- G. Lockout/Tagout/Tryout of electrical, mechanical, gases or liquids stored under pressure and valves is mandatory while performing any work on any of these systems. All contractor personnel involved must be trained.
- H. Prior to entering a confined space (tanks, manholes, below grade pits, etc.), the Contractor must evaluate the space for hazard based on their own written procedures, but in no case less than OSHA, 29 CFR 1910.146. VAGLAHS will provide information on potential hazards in the space, but it will be up to the contractor to do atmospheric and other testing using their own equipment and personnel. Similarly, although VAGLAHS Fire & Safety personnel are available for emergencies, the Contractor's procedures shall address rescue issues independently. All contractor personnel involved with a confined space entry must have appropriate training and have evidence of that training available with entry is made.
- I. The possession of intoxicants, alcoholic beverages, illegal drugs, narcotics, fireworks, weapons, explosives and/or firearms is strictly prohibited on VAGLAHS property. Anyone suspected of being under the influence of alcohol or drugs will not be allowed to enter or remain on Hospital property. Cameras and video tape recorders are also prohibited.
- J. Hazardous and Regulated Wastes:

Waste materials are not to be poured into sinks, drains, toilets, storm sewers or on the ground. Solid or liquid wastes that are hazardous or regulated are not to be disposed of in refuse dumpsters. All spent or unused chemicals must be disposed of from the work site in accordance with all Federal, State, and Local statutes and regulations. Waste materials generated on site shall be placed in labeled DOT approved containers, supplied by the Contractor. Contractors must have pre-approval from the Contracting Officer's Representative (COR) for any on site processes that will generate a hazardous waste, result in a waste discharge of any kind or result in air emissions. Internal combustion engines inside of buildings are prohibited. Contractors must maintain their equipment to minimize the potential of discharges (oil/coolants/gasoline, etc.) to the environment. All leaking equipment shall be repaired or removed from the site. All spills must be reported by calling the Occupational Safety and Health Office at telephone number 310-268-3563.
- K. Horseplay, scuffling, fighting, etc., are prohibited on GLAHS property.
- L. Running in hospital premises is prohibited.
- M. Aisles and emergency exits must be kept clear of material and equipment at all times. Emergency exit doors must be kept clean and closed at all times.
- N. Tools and equipment must not be thrown from one employee to another or dropped from one level

to another. The transfer of all tools and equipment will be from hand to hand, or by use of a suitable rope and tool bucket.

- O. Contractor employees must immediately report to their supervisor all hazards and unsafe conditions and all accidents they are involved in at the time of occurrence. The Superintendent will then contact the COR.
- P. Contractors shall provide appropriate warnings signs, ropes and barricades to warn patients, visitors and employees of any work operation.
- Q. Contractors must provide the GLAHS with a schedule and minutes of all safety meetings.
- R. Contractors shall abide by all VA, NFPA and Federal OSHA regulations.

VI. HOUSEKEEPING

- A. Contractors are to consult with COR before bringing any construction materials on the site, so that appropriate storage/lay down areas can be assigned, which will not interfere with Hospital operations. Materials are to be placed in an orderly manner, so as not to cause a fire, tripping or pest harborage hazard.
- B. Contractors shall remove their tools, supplies, etc., to their proper storage areas when the day's work ends, depending on space availability.
- C. Contractors shall clean all scrap materials from the work floor each day. A container(s) must be provided by the Contractors to discard metal, wire, wood, etc., and be removed from the work area at the end of each workday.
- D. Contractors shall disconnect all electrical cords from electrical outlets when not in use, and at the end of each workday. Cords shall be coiled and stored properly when not in use. Cords MUST be U.L. listed.
- E. Lunch wrappings, coffee containers, packaging wrappings and other refuse must be placed in waste containers and not left on the work floors or equipment. Such containers must be removed from the work site at the end of each workday.
- F. All debris material removed from construction site shall be covered with plastic.
- G. All shoes and cart wheels shall be cleaned prior to leaving the construction site.
- H. Use of sticky mats shall be used.
- I. Sticky Mats shall be changed when dirty.

VII. PERSONAL PROTECTIVE EQUIPMENT

- A. The Contractor shall provide all personal protective equipment, as required by OSHA 1910 and/or 1926, and ensure equipment is properly maintained, and worn by the contractor employees as required.

VIII. LADDERS & SCAFFOLDS

- A. The Contractor shall ensure that ladders comply with and are maintained and used in accordance with OSHA 1926.1053 & 1060.
- B. The Contractor shall ensure that scaffolds comply with and are maintained and used in accordance with OSHA 1926.450 through 454.
- C. The Contractor shall provide a “competent person” as defined in OSHA’s Scaffold Safety Standard 1910.32(f) and 1926.450(b) to be on site.

IX. POWERED VEHICLES

- A. The maximum speed limit for vehicles is twenty (20) miles per hour on facility grounds.
- B. Construction parking will be assigned by the COR.
- C. Abide by all posted road signs.

X. HAND TOOLS

- A. Use only those tools in good condition and only for the purpose for which they are designed.
- B. Contractor Supervisors shall ensure that all tools are in good condition.
- C. If portable electric tools are not double insulated, and labeled as such, they must be grounded.
- D. Ground wires on portable tools must not be disconnected or broken. They must be reconnected or replaced, when necessary, by a person qualified in electrical work before being placed into operation.
- E. Before using an extension cord or trouble light, check for breaks in the insulation, missing ground pin, faulty plugs or sockets and report all defects to the Contractor Supervisor. Under no circumstances will a spliced or patched cord be allowed.

XI. EXPLOSIVE-ACTUATED FASTENING TOOLS

- A. Only authorized, trained, licensed Contractors will be permitted to use explosive- actuated fastening tools.
- B. Contractors using explosive-actuated fastening tools shall comply with the requirements set forth in OSHA 1910.109.

- C. An operator license must be provided for each person using an explosive-actuated tool, and must be available for review by VAGLAHS Representative.

XII. WELDING OR BURNING TOOLS

- A. A Hot Work permit must be obtained from the Safety Office (Bldg. 218, Room 310) prior to any welding or burning in any area of the Facility.
 - 1. Combustibles must be removed in a radius of at least 20 feet away from the job site or be covered with flameproof covers or guards or made safe by other approved means.
 - 2. The VA Occupational Safety and Health Office may review the preparations for safe work, the work-in-progress, or any completed repair or modifications on premises. If the preparations are incomplete or inadequate, the deficiencies must be resolved before work commences. If work-in-progress is being done unsafely, the responsible Trade Contractor Supervisor will be notified, and all deficiencies must be corrected before work is continued. If completed work has safety deficiencies, the Trade Contractor Supervisor will be notified to resolve the matters.
 - 3. All Hot Work Permits shall be returned to the Safety Office at the completion of the hot work fire watch.
 - a. All torches, welders, grinders, and similar equipment must be inspected prior to being used.
 - b. When performing hot work in a shaft, the welder must ensure the shaft is free of combustibles and provide both a fire barrier one floor below the work and have a dedicated fire watch.
 - c. All combustibles must be relocated at least 20 feet away from any hot work process.
 - d. Floor and wall openings within 20 feet must be covered.
 - e. All areas will be monitored by the welder for accidental ignition for a period of 30 minutes after the hot work has been completed.
- B. A 10 lb ABC fire extinguisher must be present at all times, provided by the Sub- Contractor. All extinguishers shall have a California State Fire Marshall tag on them.
- C. Never use combustible materials to support the object being welded.
- D. Protect all parts of the body from drippings and slag especially when welding overhead.
- E. All clothing must be free of grease and oil while welding or cutting.

- F. For protection of employees in the work areas, screens must be in position when welding is being performed.
- G. Proper eye protection must be worn when chipping slag from the weld.
- H. Never weld, cut, braze, solder, or otherwise heat an empty container that previously contained flammable or explosive substances unless all such substances and their latent fumes have been completely removed.
- I. Any closed container must be vented to the atmosphere to prevent explosion by expansion of the entrapped air.
- J. Adequate ventilation must be provided while welding in confined spaces or while brazing, cutting, or welding zinc, brass, bronze, galvanized or leaded material.
- K. All materials should be cooled or plainly marked "HOT" after the job is completed.
- L. All employees within the protective curtain around the welding locations must wear approved eye protection.
- M. Welding blankets, covers and curtains must be used at all times whenever exposures warrant their use.
- N. The absence of a particular safety rule on welding or other "hot work" in this section does not preclude the application of commonly accepted safe practices. When in doubt, refer to the safety precautions stated in OSHA Standards 1926.350 to 1926.354 and Subpart O of OSHA's General Industry Standards 1910.251-1910.245 or NFPA 51B and ANSI Z49.1
- O. Appropriate goggles or helmets with proper shade number colored lenses must always be worn when gas welding or cutting.
- P. Cylinder valves must be closed at all times and the hose bled when the torch is not in use.
- Q. All gas cylinders in the work areas must be secured in an upright position, with valve covers in place.
- R. Stored fuel gas cylinders must be separated from oxygen cylinders by at least 20 feet or by an effective firewall at least five feet high.
- S. Empty cylinders should be marked empty, segregated from full cylinders, and promptly returned to the supplier with the protection caps in place and valves closed.
- T. Do not use oil or grease on cylinders or regulator connections.
- U. When gas cylinders are being transported, they must be securely latched in an upright position with valve cover in place.
- V. A hammer or cheater bar shall not be used to open or close cylinder valves. If valves cannot be opened by hand, the supplier must be notified. Where a special wrench is required, it shall be left

in position on the stem of the valve while the cylinder is in use so that the fuel gas flow can be quickly turned off in an emergency.

- W. Welding helmets with proper shade number must be worn when performing any electric arc welding.
- X. Avoid contact with wet surfaces, ground wires or metal objects when changing electrodes.
- Y. All portable electric welding units must have frame ground wires connected to the ground before the machine is operated.
- Z. When welding is done in hazardous areas, current carrying ground wires should be attached to the piece of metal being welded.
- AA. The Trade Contractor's Supervisor must inspect items to be welded to determine that all conditions and safeguards have been completed. An employee must stand by as a fire watch at all times during burning or welding operations and for 30 minutes after, unless relieved by the supervisor in charge, but in no case less than 10 minutes after repairs are made. Fire watch must be provided by the Contractor.
 - 1. No burning or welding is permitted in the presence of flammable vapors, liquids or ignitable dusts.
 - 2. No burning or welding is permitted while sprinklers are out of service, unless other adequate precautions are taken.

SECTION II

**Environmental
Health & Safety**

Section II

ENVIRONMENTAL HEALTH AND SAFETY

I. General

A. Contractors must meet all Federal, State, and Local Environmental Health and Safety regulations. VAGLAHS recycles office paper, cardboard, and other items. **Do not mix these items with trash or hazardous waste.**

II. REPORT ALL SPILLS! IT'S THE LAW

- A. Maintain your equipment and vehicles. Leaking items or poorly maintained items must be promptly removed from the facility at the Contractor's expense. Know which materials are hazardous. **Do not mix hazardous waste with trash.**
- B. Do not leave containers outside where they can leak, be knocked over, or be exposed to adverse weather conditions.
- C. Chemical Incident Response Policy
1. The following procedures shall be implemented for any occurrence which results in the uncontrolled release of and exposure to an unknown or hazardous chemical.
 2. Any person in the immediate area or room should evacuate and alert others to do the same. During evacuation all doors, including fire doors, should be closed.
 3. Notify the Contracting Officer's Representative (COR). Provide:
 - a. Specific location
 - b. Type and amount of chemical involved.
 - c. Your name and location

III. AIRBORNE CONTAMINANTS CONTROL

This section includes hospital airborne contaminants control policy and procedures and ceiling access control of airborne contaminants.

- A. Policy

- 1 Aspergillosis and related nosocomial fungal infections are caused through inhalation by immuno-compromised patients of aspergillus spores, or to the related spores which can be present in the construction environment. The spores are known to be prolifically present in construction dust, debris and earthwork excavation dust. Control of construction dust, debris and excavation dust, as required in this Section, is imperative to help prevent outbreaks of aspergillosis or related nosocomial fungal infections in immune-compromised patients.
 - a. Inhalation of aspergillus spores or other related fungal spores by immuno-compromised patients can lead to serious complications and death.
 - b. Aspergillus and other related spores are present in the natural environment and thus are not a risk to healthy construction workers.
 - c. Construction workers are required to attend an orientation session.
2. Contaminants control is critical in all hospital areas. Contractor shall limit Airborne dissemination of airborne contaminants produced by construction-related activities to provide protection of immuno-compromised and other patients, staff, diagnostic operations, or sensitive procedures or equipment, from possible undesirable effects of exposure to such contaminants.
 - a. Dust in ceilings and construction debris contains fungus spores. Construction activities causing disturbance of existing dust, or creating new dust, or other airborne contaminants, must be conducted in tight enclosures cutting off any flow of particles into patient areas.
 - b. Ceilings and walls in Protection areas and other areas of the hospitals as indicated on drawings must be secure at all times. If access into the ceilings in occupied areas is required, procedures as described in this Section shall be followed.

B. Definitions

- 1 Contaminant producing activities include, but are not limited to:
 - a. Demolition and removal of walls, floors, ceilings, and other finish materials.
 - b. Demolition of plumbing, mechanical and electrical systems and equipment.
 - c. Finish operations such as sanding, painting, and application of special surface coatings.
 - d. All routine construction activity which can generate dust.
 - e. Site work operations.

IV. PROTECTION

1. If work is being done in the interstitial above patient care and if work must be performed while the space below is occupied provide temporary work surfaces to provide a safe working platform and netting to protect the ceiling and the spaces below from falling objects and materials. Take all necessary precautions to protect the people and space below from injury due to the Contractor's operations.
2. Exercise caution when handling fluids, particularly in the interstitial space. When working with fluids provide a watertight barrier beneath the work area to catch and retain all spillage before it reaches the ceiling below.
3. Notify the Safety Office in Bldg. 218, Rm 310 and Project Engineer/COR at least 24 hours, or greater if requested by the VA, prior to commencing work in ceilings or interstitial spaces above occupied areas to allow at-risk patients to be relocated or protected.
4. Obtain an Interstitial Permit from the Safety Office prior to any work in the interstitial.
5. If working above the ceiling from the floor an "Above Ceiling Work Permit" must be obtained from the Safety Office.
6. Construction Site
 - a. Provide sticky mats at construction site entrances. Change on as needed basis.
 - b. Make sure workers shoes are cleaned prior to exiting the construction site as not to leave dust and foot prints throughout the hospital.
 - c. Floors shall be swept daily or as needed.
 - d. Debris shall be removed daily.
 - e. Seal all openings in barriers to prevent the travel of dust and contaminates.
 - f. Dust Control; The Contractor shall take appropriate steps throughout the term of the project to prevent airborne dust due to work being conducted. Water shall be applied wherever particle to settle and hold dust to a minimum, particularly during demolition and moving of materials. Care must be taken to prevent the accumulation of standing water or saturation of any materials.

Spray surface with water during dust producing interior demolition activities. Hard surface floors in work area, adjacent hallways and passage areas require vacuuming with HEPA-filtered vacuum cleaners and frequent wet-mopping during demolition and construction; protect adjacent carpeted areas with plastic and plywood and vacuum with HEPA filtered vacuum cleaners.

A. Submittals

1. A Safety Plan shall be submitted to the Safety Office for approval.
2. A Fire Plan specific to the area working and the hospital shall be submitted to the Safety Office through the COR for approval.

B. Materials

1. Negative Air machines with HEPA Filters are needed when determined by Infection Control.
2. Pre-filter shall be used and HEPA filters shall be 99.97 efficient at 0.3 micron particle size.
3. Filter change documentation shall be kept and maintained with each negative air machine.
4. Workers tool carts shall be covered with plastic when being transported through the hospital.
5. Trash and debris carts shall be covered and duct taped secure when transported through the hospital.
6. Materials shall be placed as not to obstruct exits or exit access.

SECTION III

Life Safety

Section III

I LIFE SAFETY

- A. All exits must be maintained in width during construction.
- B. All fire lanes are to be free from vehicles and dumpsters at all times.
- C. All life safety systems must remain fully operational; alternate means must be approved by the COR and Safety Office.
- D. Any temporary detection, or alarm systems must be installed to the requirements of the Life Safety Code. All such temporary systems shall be installed with the wiring placed in EMT.
- E. All smoke detectors shall be “bagged”, using zip lock bags. The bottom of the bag will be cut open, and taped in place over the detector base. The zip-lock shall be closed during the hours of construction, and opened at the end of each day to provide protection of the unoccupied area during non-construction hours.
- F. All construction areas will be separated from all other areas by a 1-hour rated barrier or as directed by the COR and Safety Office and have adequate signage to discourage casual observers or intruders. Maintaining the fire rating of the barriers is the responsibility of the General Contractor. Construction site entrance doors shall be ¾ hour rated and have door closers installed.
- G. Job site fire extinguishers shall be provided by the Contractor and located per OSHA 1926.150. Additional extinguishers may be recommended by the COR and or the Safety Office. All extinguishers shall be mounted and kept off floors. Monthly inspection is the responsibility of the Contractor. The tag shall be dated and initialed monthly.
- H. Smoking is prohibited in the Hospital, including all construction areas.
- I. The construction site must be kept clean and orderly; this includes storage and break areas.
- J. The COR, Infection Control Officer, Director of Facilities and Director of Safety can conduct daily inspections of the construction site(s).
- K. If the safety of adjacent areas is compromised due to construction, staff will be informed and alternate exit routes shall be identified, and marked, after approval from the Hospital.
- L. All exits, temporary or permanent, must be marked and lighted during construction, in accordance with the Life Safety Code.
- M. The construction of dust barriers (7 Days or less) shall be fire retardant sheet plastic.

II. INTERIM LIFE SAFETY PROCESS

- A. The Interim Life Safety Process is designed to provide the greatest degree of protection during construction, modification, or beautification projects. One or more of the following conditions must be met in order to implement this policy:
 - 1. The function of a fixed fire protection system is interrupted for more than one shift.
 - 2. Obstruction to a required exit component.
 - 3. The renovation project is not completed in one shift.
 - 4. The renovation project is not limited to one room at a time.
- B. Responsibilities
 - 1. General Contractor
 - a. Ensure that the work site is compliant with all requirements.
 - b. Report any condition relevant to Interim Life Safety Measures (ILSM) to the COR or Safety Office.
 - c. Review any ILSM with Sub-Contractors during project meetings.
 - d. Post all required documents at entrance to construction site. These include ILSM, Infection Control, etc.

III. FIRE PROCEDURES

- A. The location of the manual pull stations can be found at all exits. In any case, the contractors should familiarize themselves with fire alarm pull stations and fire extinguisher locations where they are working.
- B. The following Fire Procedures shall be followed:
 - 1. **VA West Los Angeles** Procedures for Reporting Fires
 - a. By activating the nearest manual alarm pull station.
 - b. Dial Fire number (310) 478-3711 extension “0” and report the incident to the VA Telephone Operator. Give your name, exact location of the fire and explain if possible what is burning.

- a. False alarms shall be reported by notifying the Fire and Safety Office by telephone at 310-268-3563.
- b. It is important to report **all** fires (no matter how small or large) to the Fire and Safety Office at 310-268-3563.
- c. VA Police Emergency Number is 310-268-4524.
- d. All other Emergencies Phone Number is 911.

SECTION IV

Security

Section IV

I. Security Measures

- I. All contractors are to wear their Hospital issued identification (I.D.) badges at all times.
- II. The I.D. Badges will be issued in Bldg. 218, Rm. 1 by Human resources through the COR during normal business hours.
- III. Parking for contractors is the responsibility of the individual contractor. Contractors can park in any lot that is marked “public” or “visitor. Any other parking could subject contractor to a parking citation and/or towing.
- IV. Any crane or similar lifting operation is to be performed in accordance with OSHA 1926.550 to 1926.556 and reviewed with Hospital Safety Office prior to start. Crane permits shall be obtained through the Safety Office in Bldg. 218, Rm. 310.
- V. Any impediment/blockage to vehicular or pedestrian traffic is to be reviewed with the COR prior to the start of the procedure and shall have VA Police approval prior to that impediment/blockage.
- VI. Any theft or other infraction should be immediately reported to VA Police at:
 - A. West LA: 310-268-4524.
- VII. All deliveries shall be made during normal business hours through the Bldg. 500 Loading Dock.

SECTION V

Policies

Policies List

- I. Interim Life Safety Measures (ILSM) Policy
- II. Hot Work Policy
- III. Interstitial Policy
- IV. Fire Watch Policy
- V. Above Ceiling Policy



Standard Operating Procedure

INTERIM LIFE SAFETY MEASURES (ILSM)

A. ILSM Requirements:

- (1) Ensure exits provide free and unobstructed egress. Employees shall receive training if alternative exits must be designed.
- (2) Ensure free and unobstructed access to emergency department and for emergency forces.
- (3) Ensure fire alarm, detection, and suppression systems are not impaired. A temporary, but equivalent, system shall be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly.
- (4) Ensure temporary construction partitions are smoked tight and built of noncombustible materials.
- (5) Provide additional firefighting equipment and use training for employees within affected area.
- (6) Smoking shall not be prohibited in or adjacent to all construction areas within the healthcare system.
- (7) All storage in areas that are sprinklered shall be kept 18" inches below the sprinkler head. There will be no storage of any type in halls, passageways, or walkways.
- (8) All empty boxes, trash, and waste will be properly disposed of in approved waste storage bins provided by Environmental Management Department. All work areas shall be kept clean and free of debris and unnecessary flammable materials at all times.
- (9) Additional fire drills will be conducted in the areas affected by ILSMs until the ILSMs are rescinded.
- (10) Increase hazard surveillance in the area affected by ILSMs until the ILSMs are rescinded.

(11) Training will be provided to all employees in the area affected by ILSMs to ensure that these employees understand the ILSMs and that the new fire/emergency procedures have been implemented.



Standard Operating Procedure

HOT WORK PERMIT

2. DEFINITIONS: Hot Work operations include cutting, welding, brazing, soldering, thawing pipe, grinding, or other spark or flame producing operation. Any process that involves an open flame used temporarily for repair or temporary heating is considered a hot work operation. The use of a portable engine for temporary power is also considered a hot work operation.

A. Contractors are responsible for instructing their employees on the requirements of this policy.

B. Contractor will ensure that authorization and permits are obtained for cutting, welding and other hot work operations and that conditions are safe.

C. Fire watch is required during operations, an individual from the contractor shall supply an individual for safety operations who is knowledgeable and capable of operating the fire extinguisher in his/her possession.

3. PROCEDURES:

A. Cutting, welding and other hot work shall not be permitted in the following areas:

(1) In the presence of explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dust with air).

(2) In areas not authorized by Occupational Health and Safety.

(3) In buildings equipped with a sprinkler system while the sprinkler system is impaired.

B. Upon issuance of a hot work permit, the permit must be kept on the site of the hot work procedure, and be made available to the VA Medical Center Auditing Official upon request. At the end of the hot work procedure, the permit should be returned to the authorizing official (Occupational Health and Safety Department).

C. The Safety Officer, Safety and/or Fire Inspector and Engineering Service Section Chiefs shall have the authority to stop cutting, welding and other hot work operations that are being accomplished without a permit and those operations that do not meet the standards set forth in National Fire Protection Association Standard (NFPA) 51B.

D. When work cannot be moved practically, the work area will be made fire-safe by removing or covering combustibles within range of any possible sparks.

E. The area around any operation will be cleared of dust or lint to exceed the possible range of sparks by three (3) feet.

F. The fire watch will be designated and present with an approved fire extinguisher for the duration of the operation and for thirty (30) minutes after the operation is completed.

G. When cutting or welding overhead, an approved fire blanket will be placed below to cover the area affected.

H. Upon completion of any operation, an inspection will be made for hot materials by the fire watch individual before securing the area. Occupants in the area will be informed that the operation is complete and the area is safe.



Standard Operating Procedure

WORKING SAFELY IN INTERSTITIAL SPACES

4. PROCEDURES:

- A. All work in the interstitial space will be performed on the catwalk or a permanent standing structure, such as a ladder located in the corridor/room below, working platform or scaffolding firmly in place prior to work. Work is defined as any activity using hand tools that will require 1/2 hour or more to complete.
- B. The design and construction of the working platform, netting or scaffolding must be approved by both the Fire and Safety Office and the Project Engineer/COR prior to use. If platform/netting is used it must be large enough to cover the entire area of work and must be properly secured in place.
- C. Contractors will provide date, time, interstitial and floor location to Safety and COR 3 days prior to start of work. Interstitial Permits must be obtained from Fire and Safety Office prior to any work being done.
- D. COR and Contractor will notify nurse managers and supervisors of the work being done above their area at least 24 hours before start of work, or in exceptional cases as soon as possible *prior* to the start of work.
- E. All personnel working in the interstitial will wear ALL proper Personal Protective Equipment (PPE). Hard Hats shall be worn at all times. Only head protection complying with OSHA standard 1926.100 will be recognized as proper PPE. Since bump caps are not designed to specifications contained in the American National Standards Institute (ANSI) Z89.2-1971 standard, the use of bump caps as PPE is unauthorized at GLAHS.
- F. A safety briefing, including general fire safety, construction and interstitial work policies and procedures, security, housekeeping, and smoking policies, for all outside contractors planning to work in the GLAHS. The Project Engineer or COR will coordinate with the Safety Office and all parties involved for a time and location to conduct this briefing.
- G. The General Contractor will conduct daily safety briefings with all personnel to include day laborers, and subcontractors, and will document the daily safety briefings as well as recording personnel in attendance.

Project Engineer or COR will review the documentation. These will be spot checked by the Safety Office. The General Contractor will be responsible for having this done by all subcontractors in a like manner.

H. It is the responsibility of the General Contractor to ensure all safety equipment and all hand tools, power tools, etc. are in good safe operation. The General Contractor will also ensure the same for all subcontractors.

I. Everyone will use common sense and professional workmanship while in the interstitial.

J. All construction helpers, apprentices, and laborers will be under direct supervision of a journeyman while working in the interstitial. Non-authorized personnel (family, friends, etc.) are prohibited from entry into the interstitial.

K. There will be NO EATING, DRINKING, SMOKING, and/or CHEWING while working in interstitial spaces. Violation of any of this will result in being asked to immediately leave the premises. Contractor employees who violate this will NOT be permitted to return.

L. All personnel doing business in the interstitial will practice the buddy system to the greatest extent possible and must be accompanied by another person or within radio contact with another person.

M. Any Architect/Engineering (A/E) firm and their contractors must be accompanied by supervisory staff from Project Engineering. Private firms and or companies must comply with all safety procedures while conducting architectural, engineering and or design surveys in the interstitial.

N. Metal containers will not be used to hold tools. Plastic containers or red bags should be used. All heavy tools used in the interstitial space will be secured by tie off ropes. Any tanks, such as acetylene, will be used only when a net is present.

O. All ladders, roll ladders, and scaffolds must be in good operation, and must be checked prior to use. If a ladder, roll ladder or scaffolds are found to be unsafe by the Safety Office it cannot be used by the order of the GLAHS Safety Manager or their alternate.

P. The General Contractor are responsible to ensure badge policies are enforced.



Standard Operating Procedure

FIRE WATCH

1. PURPOSE: To provide a mechanism for monitoring a building or portions of a building for potential or actual fire and smoke conditions during fire protection system shutdown or operational failure.

2. PROCEDURES:

A. Implementation:

(1) In the event that the fire alarm system or sprinkler system must be shut down, or is out of service due to unforeseen circumstances, the fire watch system policy will be implemented.

(2) Upon a system outage that is anticipated to last more than four hours in a 24 hour period, the following fire watch procedures will be initiated:

- (a) OSH will contact Los Angeles City Fire Department to alert them to the condition. The business telephone number is WLA, LAFD Station #37 – (310) 575-8537
- (b) At completion of Fire Watch, notify WLA Safety Office.
- (c) Contractor will be the primary individuals conducting the fire watch during the entire time.
- (d) During the patrol of the area, the fire watch should not only be looking for fire, but make sure that the other fire protection features of the building such as egress routes and any other fire protection systems are available and functioning properly.
- (e) Fire watch inspection tour will be performed every hour throughout the affected areas.
- (f) “Fire Watch Inspection” form will be returned to the Safety Office at the completion of the watch.

B. Closeout

(1) Fire Safety will determine the need to extend the fire watch into the next shift and will make appropriate arrangements with Contractor, Engineering or VA Police as needed.

(2) During routine construction and maintenance system outages, every effort will be made to accomplish work within the operational shift period so that the need for fire watch won't exceed an 8 hour period, re-enabling the system(s) for the off-shift.

(3) When the system is restored to normal operation, Fire and Safety will close out the system impairment and confirm that the fire watch activities may be discontinued.



Standard Operating Procedure

ABOVE CEILING PERMIT

- A. All contractors, sub contractors and vendors who are required to conduct business above the ceiling are responsible for obtaining an above ceiling permit from the COR.
- B. All contractors, sub contractors and vendors and responsible for ensuring that there is a final inspection of their work prior to closing of any ceilings.
- C. It is the contractor, sub-contractors and vendors responsibility to request a pre above ceiling inspection to identify issues of concerns. If this inspection is not requested and completed, the contractor will take responsibility in bring all above ceiling penetrations along with any system they were installing, moving or modifying up to hospital Standard. Such as (wiring, cabling, ducting, piping, medical air system and seismic hangers)

5. PROCEDURES:

- A. All contractors, sub-contractors and vendors will be properly identified by a badge and have an above ceiling permit.
- B. The above ceiling permit will be displayed in full view on the ladder(s) in the working area.
- C. All contractors, sub-contractors and vendors will be indoctrinated in conducting above ceiling work. The contractor, sub-contractor or vendor will tour the area(s) where work will be accomplished.
- D. All ladders used in above ceiling work will not be made of any type of conductive material to protect the technician from electrical shock.
- E. All ladders will have the required OSHA and safety label on their ladders.
- F. Contractors will have all their ladders clearly mark for the ease of identification.

G. During the periods of above ceiling work the craft or technician will ensure that no wires will be hanging down in a loop or loose that could cause injury to another person. If wire needs to hang down from the ceiling, they need to hang to the floor or above a height of 7 feet.

H. During the periods of above ceiling work, if the ceiling is going to be abandoned for a period of more than 30 minutes the ceiling tiles will be re-installed.

I. During the periods of meals and breaks, all ceilings will be closed for maximum fire protection.

J. Any penetration through a non-rated or rate fire assembly will require proper fire stopping. Contractor, sub-contractor, vendor must have the type of fire stopping material approved by Plant Operations. The type of fire stopping must be noted on the permit.

K. The contractor shall review with Plant Operations department the following morning all penetrations completed the previous day prior to starting the next day's work.

L. Any and all wire, cables (CATV, telephone, data, etc.) that penetrated non-rate or rate wall, floor or ceiling will be placed in a sleeve and sealed with the proper fire stop materials and systems. After the fire stop has dried and sealed the wire(s) should not be able to move.

M. When work is complete and accepted, the permit is removed from the ladder by the Plant Operations Department representative and filed in Plant Operations department.

N. No materials, tools, ladders, etc. shall be left unattended in public areas at any time without prior authorization from Hospital Representative and/or Plant Operations.

O. All wiring, (cables CATV, telephone, date etc.) are to be suspended in the proper hangers. They are NOT to be hung or tied in any form or fashion to piping, ducting, ceiling hanger, pipe hanger, etc. or laid directly on top of ceilings or grids.

P. No wires, cables or other objects may rest on or be suspended by any fire protection sprinkler piping or supports.

Q. All, piping, ducting, seismic supports, piping hangers, duct hangers etc are to be suspended in accordance with latest codes and standard.

R. All miscellaneous materials (trash, wall pieces, etc.) are to be removed from above the ceiling.

S. All penetrations will be completed in accordance with UL System for Wall Penetrations.

T. Engineering Representative will conduct a prior to work ceiling tile inspection and count the number of damage or broken ceiling tiles. Upon the completion of the above ceiling work and reinstall of ceiling tiles another inspection will be conducted to record any addition ceiling tile. Contractor will replace broken ceiling tiles at his expense unless otherwise stipulated in the work agreement.

SECTION VI

Permits

Permits List

- I. Interim Life Safety Measures (ILSM)
- II. Hot Work Permit
- III. Excavation Permit
- IV. Mobile Crane Permit
- V. Interstitial Permit and Rules of Conduct
- VI. Above Ceiling Work Permit
- VII. Infection Control Pre-Risk Assessment
- VIII. Lockout/Tagout/Tryout Permit
- IX. Fire Watch Form
- X. Contractors Daily Fire & Safety Checklist
- XII. After Hours Activity Security Form