

SAN FRANCISCO VA HEALTH CARE SYSTEM
ENVIRONMENTAL HEALTH & SAFETY SERVICE

CONTRACTOR'S PRECONSTRUCTION SAFETY HANDBOOK

May 2018



Contractor Responsibilities

Contractors are responsible for complying with SFVA Health Care System safety policies, Federal, State and municipal laws, codes and regulations such as OSHA, EPA & Safety Officer Intervention Authority

VA Facility Safety Officer has intervention authority to immediately halt construction activities should an individual(s) be placed in imminent danger or a serious threat to the loss of facilities or a serious threat to the environment.

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EMERGENCY INFORMATION

Contractors must abide by all emergency, fire alarms and evacuation procedures as established by the San Francisco VA Health Care System. Any alarm activated by the contractor must be reported immediately and a representative must be available to address the incident. In the event of an emergency, the contractor should report the incident to VA Police at 415-221-4810 -22222 or Engineering at 415-221-4810-22009.

Important Telephone Numbers

All Emergencies – (415) 221-4810 -22222

Environmental Health and Safety (415) 221-4810 -24839

Engineering Service (415) 221-4810 -22009

Reporting Injuries

Injuries sustained by employees of a general contractor or its sub-contractors must be immediately reported to Contracting Officer Representative to report to Environmental Health and Safety (EH&S). Within 24 hours of an incident, the contractor shall furnish Contracting Officer Representative with a copy of any accident/incident report that is generated on the medical center. Such reports must include a medical description of injury (if applicable) and action taken to prevent recurrence. If a person is seriously injured, the contractor will keep the medical center informed of that person's condition through the Contracting Officer Representative (COR)/Project Engineer.

GENERAL REQUIREMENTS

GENERAL VA SAN FRANCISCO SAFETY POLICIES:

- Acquire and wear ID badge at all times on site
- Protect patients and VA personnel in occupied areas from the hazards of dust, noise, construction debris and material associated with a construction environment.
- Adhere sticky mats at points of exiting construction-side of door into adjacent occupied spaces. Sheets will be peeled off before becoming soiled.
- Security is paramount. Access to construction sites shall be secured at all times to prevent people (veterans, visitors and staff) from wandering into the work areas that may be hazardous. Penthouse, mechanical room and roof access doors shall not be propped open and left unattended.
- Hard Hat Guidance: It's discretionary depending on the work activity at any particular time.
- Signs must be posted where necessary to advise employees, patients, and visitors of the hazardous location and the protective measures to be taken.
- Alcoholic beverages/firearms are prohibited.
- Weekly Safety inspections:
 - a. Conduct by prime contractor's superintendent
 - b. Submit a written outcome to COR within a day after inspection.
 - c. Note all deficiencies found and list corrected date or planned date for resolving each item.
- Projects involving offending odors, excessive noise, or other irritating environmental agents may require work during "off-hours".
- EH&S has the right to immediately stop the contractor's work activities if it is deemed immediately dangerous life and health to the contractor or employees and patients.



HOUSEKEEPING

- The contractor shall keep the work area, specifically walking and working surfaces, clean and free from debris and trash, which could cause slipping and tripping hazards. Tools and materials shall be kept and stored in an orderly fashion and locked.



SAFETY DATA SHEETS

- Safety Data Sheets (SDS) shall be provided on all material used on the project. Products containing carcinogens, asbestos, and lead cannot be brought on-site.



NOISE

- The contractor shall keep the work area as quiet as possible. If power activated tools, nail guns, or other such devices must be used to accomplish the work, the contractor shall notify the COR, Project Engineer and advise the type of equipment to be used and the duration of the work to be done. At times it will become necessary for the contractor to stop work immediately when advised by the COR Project Engineer, or EH&S that the work is adversely affecting patients, employees, or the surrounding neighborhood.



FIRE SAFETY

- Fire alarms must remain operational at construction sites involving occupied buildings. In the event that the alarm system must be deactivated for more than 8 hours, an Interim Life Safety Measure must be followed whenever construction activities or other maintenance/repair activities temporarily impact the normal level of life safety for the building(s) involved.
- The Contractor must notify the COR approval to shutdown the fire alarm system will be given only with sufficient prior notice where there is a demonstrated need, and the occupants of the building are not exposed to undue risk. A fire watch is required whenever the medical center fire alarm system is put out of service for more than 8 hours. VA Police are responsible for providing surveillance.
- Temporary protective coverings used on fire protection devices during renovations shall be removed promptly when work has been completed in the area.
- **Fire Extinguisher Inspection:**
 - (1) Contractor's fire extinguishers will be inspected in accordance of NFPA 10.
 - (2) For Monthly inspections the inspector needs to ensure that:
 - (a) The extinguisher is located in the correct designated area.
 - (b) The extinguisher is fully accessible.
 - (c) Height requirement of fire extinguisher is not more than 5 feet above the floor.
 - (d) The operating instructions on the faceplate are legible.
 - (e) Safety seals and or tamper indicators are not broken or missing.
 - (f) There is no physical damage, corrosion, leaks, or clogged hoses/nozzles.



PERSONAL PROTECTION



All required personal protective equipment (PPE) will be provided by the contractor to his/her employees. Its use is mandatory and enforcement is the responsibility of the contractor. The contractor supervisor shall ensure that employees wear appropriate clothing that provides adequate protection from normal hazards associated with the job. PPE includes head, eye, and hearing, hand, respiratory, and fall protection equipment. All PPE used must meet ANSI or, Fed /OSHA, Cal/OSHA standards.

SMOKING

In accordance with the VA Medical Center policy, there is no smoking inside all buildings. This includes open stairwell landings, penthouse and roof access. Smoking is in designated and outside smoking shelters.



STAIRWAYS AND CORRIDOR EGRESS



Stairwells, elevator lobbies, and corridors are intended to provide a safe means for occupants to exit the building and emergency personnel to access the scene. The exit corridors of all areas are required to be kept clear and unblocked at all times, regardless of their width. All carts, supplies, ladders, tools, etc. must be kept out of the corridor or stairway when not in use. Some projects may require construction occupying part of the corridor width. When this occurs, it is extremely important that the remaining corridor be clear. If an entire

corridor or exit must be blocked off for a project, the contractor must get approval from the COR.

TOOLS (POWERED)

Power tools shall be maintained in a safe working condition. Designed safety features such as guards and interlocks shall NOT be removed or dis-abled. Tools shall be tied off when used overhead. Tools powered by gasoline shall not be used inside VA Medical Center buildings.



TRASH, WASTE, AND SCRAP DISPOSAL

- All trash, waste, and scrap must be disposed of each day in proper containers supplied by the contractor. All hazardous waste storage and disposal is to be coordinated through COR.
- Take measures to protect adjacent areas to the construction area from dirt, dust, and debris. Debris shall not be allowed to accumulate within or around the work area.
- The worksite and surrounding area, especially stair-ways, corridors, and walkways, must be kept clear of



obstructions, waste, and dust which may create tripping, slip-ping, or egress hazards.

- Contractors are required to supply and use their own debris boxes. Contractors are prohibited from using Medical Center dumpsters for any of their own waste. Contractors shall recycle construction and demolition debris to the greatest extent possible using a certified recycling hauler.
- Contractors shall also provide a report to the COR, as requested, on the waste debris amounts that are generated and that are recycled.

TRAINING DOCUMENTATION

- Contractors and sub-contractors working at VASF Medical Center must have completed 30 hours OSHA Construction Safety course for all superintendents, supervisors & foremen prime subs at all levels and 10 hours OSHA Construction Safety course for all trade person working at all levels as required by Cal/OSHA and Federal OSHA and fully meet the qualification requirements to complete the assigned work.
- Contractors must keep current training records for each employee assigned to perform work under this contract. Documentation of required training for all contractor personnel must be made available for examination by EH&S, if requested. All necessary personal protective equipment will be provided by contractor and the employees have been/will be trained in its proper use.



BIOHAZARDS/ INFECTIOUS MATERIALS

- Contractors may need to access or contact biological materials that are potentially hazardous. Examples of these include: work on sewer lines, sumps, drain traps, or areas containing infectious waste.
- Any Contractor working on equipment or building systems that are known or suspected of being contaminated with human blood or other biological materials, must complete an OSHA required Blood borne Pathogens training program for the recognition and control of these hazards. Other Contractors who are not directly working with biological materials, but may encounter these materials, shall train employees to be aware of any potential biological hazard appropriate for the work being performed.



CONSTRUCTION SAFETY AND HAZARD COMMUNICATION REQUIREMENT

ASBESTOS

- Due to the age of many of our buildings, many still contain asbestos containing materials (ACM). Primary ACM uses in the medical center include floor tile, mastic, piping, and HVAC insulation. The medical center has performed comprehensive asbestos survey and has identified accessible ACM. Some areas contain damaged asbestos and should not be accessed without prior abatement.
- The most common type of ACM insulation you may encounter includes thermal system insulation (TSI) and floor tile. ACM TSI is generally covered with a cloth wrap or lagging and the asbestos substrate generally appears white in color. **DO NOT SAND, DRILL, GOUGE OR OTHERWISE DISTURB THIS TYPE OF INSULATION.** Contractors disturbing or releasing asbestos containing materials will be liable for all damages and clean up costs.
- In most cases where disturbance of asbestos is likely or necessary, it has been addressed in the contract. If not, please contact the COR to make necessary arrangements for abatement.
- Asbestos insulation has been identified on elbows between fiberglass piping insulation as patching materials among the fiberglass insulation. Fiberglass insulation used in this facility is usually yellow or pink in color, wrapped either by cloth or paper lagging.
 - a. To protect and ensure all your employees are aware that asbestos containing materials have been used in the construction of this facility, you are required to have them review this section and complete the awareness statement included. Once this document has been signed by all employees, forward to the COR for documentation.
 - b. Prior to performing work in a new area, consult with the COR concerning existing conditions of ACM.



CRANES

All cranes, contractor-owned, leased or rented, must be in a safe, mechanical working condition. Proper guards must be provided for exposed gears, belts, couplings, fans, etc. All operators must be trained and qualified to operate the equipment they are assigned to operate. A crane must be visually inspected on a daily basis. A documented annual inspection must be kept with the crane at all times. Boom cable installation documentation shall also be available. Personnel are prohibited from being positioned under any load when being lifted. To avoid tipping, all outriggers must be fully extended and all outriggers must remain firmly on the ground. Cranes and other equipment shall be operated with a minimum clearance of ten (10) feet between power lines and any part of the machinery. Contractors shall provide appropriate barriers around cranes and material hoists to protect pedestrian and vehicular traffic around the operating area. When cranes are operating and moving, flag men shall be provided by the contractor and utilized to prevent pedestrian and vehicular traffic from crossing paths with the crane load.



FORKLIFTS AND BACKHOES . Only trained qualified workers shall operate forklifts and backhoes. Forklift training shall be conducted as specified in OSHA standard 29 CFR §1910.178. Contractor shall strictly maintain all forklifts and backhoes in accordance with the manufacturer's recommendations. The operator shall not allow

any person to ride or be transported on a backhoe or forklift. When a forklift or backhoe is left unattended, the forks and/or bucket shall be fully lowered, controls placed in the "off" or "neutral" position, the power shut off, and the brakes set. If parked on an incline, chock the wheels. When operating a forklift (if so equipped) or a backhoe, wear seat belts. At all times, follow safe speeds, load handling, turning, and other safe driving practices. Contractor shall not allow any forklift or backhoe to be operated when it is in need of repairs, defective, or unsafe. Such forklifts and backhoes shall be removed from service for repair. Contractor shall ensure loads are stable and secure.

BARRICADES AND OPENING PROTECTION

- Barricades and warning signs are required around all construction sites. In addition, adequate protection must be given to excavations, holes, or openings in floors or roofs, elevated platforms, and around overhead work to protect people from falling objects.



- Unless the general area is protected, barricades must be erected before any excavation, and extended as the excavation progresses. Barricaded areas which contain an opening or hole for access must be protected during working hours and must be secured at the end of each day.
- All holes or openings through floors or decking at all elevations must be immediately covered or barricaded. Material or equipment must never be stored in an excavation cover or inside an excavated area.
- Hole covers must be secured or cleated so they CANNOT slip, and they must extend adequately beyond the edge of the hole.
- Barricades shall not create a trip hazard. Any potential trip hazards should be clearly marked. The type of barricading system, whether it is fencing, caution tape, or some other means, must be discussed with the COR
- Warning signs should be placed on barricades/fences for the duration of the construction project. Warning sign verbiage shall be coordinated through the COR.

PERMIT-REQUIRED CONFINED SPACES

- Contractors performing work on this facility will follow all requirements outlined in OSHA Standards for working in confined spaces. There are numerous permit required confined spaces on this facility. These spaces have been identified. A complete listing of these areas is located in the Engineering Service and Environmental Health and Safety.
- Confined spaces are areas which are large enough to be entered but have limited egress/exit potential and are not designed for continuous human occupancy. If you encounter any space which meets this definition or if it is a suspected confined space, please contact the COR for a listing of these spaces.
 - a. Contractors shall have a trained confined space entry supervisor, entrant, rescue and attendant and provide the documentation of training to the COR.
 - b. Contractors performing work in confined spaces are responsible for compliance with all applicable standards and regulations.
 - c. SFVAMC reserves the right to not allow a contractor into a SFVAMC confined space who: does not have proper equipment, does not have a permit, has not provided documentation of being confined space trained, or is working unsafely in or around a SFVAMC confined space.



EXCAVATION SAFETY

Excavation and trenching shall comply with all applicable regulations, including Trenching and Excavation Requirements. The contractor is responsible for providing a “Competent Person” at every excavation site. This individual must be capable of identifying existing and predictable hazards in the excavation area and determining the suitability of equipment or materials used for support systems, shield systems, and other protective systems.



HOT WORK PERMITS

- Any hot work operations including: cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes, or any other similar activity will require a Hot Work Permit to be obtained by the contractor from the COR. See attachment B for the Hot Work Permit. . The contractor will be responsible for conforming to all Medical Center policies and procedures concerning Hot Work Permits as outlined below:
- Environmental Health and Safety, also the contractors' supervisor will inspect the area and ensure that the requirements of NFPA 241 and OSHA Standards have been satisfied. The Hot Work Permit will be granted and will be posted in the immediate area of the work.
- The Hot Work Permit will apply only to the location identified on the permit. If additional areas involve hot work, additional permits must be requested.
- Upon completion of all hot work, the COR will be notified by the responsible individual to perform a re-inspection of the area.
- In all other areas not occupied by patients, the supervisor will inspect the hot work area for compliance with NFPA 241 and OSHA standards. Copies of the request and permit are available from the Engineering Service.



FALL PROTECTION

- Safety harnesses must be worn and tied off to independent lifelines when working from elevated areas. Every employee issued a safety harness shall be instructed by his/her supervisor (qualified) in the proper method of wearing, using, and securing it to an approved anchorage point.



HAZARDOUS MATERIALS

Use of any hazardous material is subject to the prior approval of EH&S with notification to the COR. EH&S reserves the right to require substitution of materials planned for use. Hazardous materials being used for the project must be properly stored in secondary containment for the duration of the project. Approved chemical storage cabinets should be used and all applicable fire and building codes shall be followed.



- Flammable liquids in quantities less than fifty-five (55) gallon drums are to be kept in “safety” cans that have been properly labeled as to their contents. Drums and tanks of fifty-five (55) gallons or more must be labeled, grounded, equipped with self-venting bungs, top-dispensing and must be placed at least twenty-five (25) feet away from exterior building walls, smoking, welding, burning, or other heat sources.
- Gas cylinders must be securely held upright. Fasten them with an approved restraint device to rigid structures so they will not fall or be knocked over. Gas cylinders to be secured at both 1/3 and 2/3 height or in another approved manner. For earthquake safety, all cylinders should be double strapped. Locate cylinders away from pedestrian traffic areas. Make sure they are in well ventilated locations, at least twenty (20) feet from highly combustible material. Keep cylinders out of the direct sun and do not allow them to be heated.
- Read the labels on the materials you use and be aware of their hazardous properties. Take all appropriate precautions advised on the container labels or SDSs. Before using odorous chemical compounds or products such as glues, epoxies, paints, thinners, advise the COR. If the compound will cause problems for building occupants, you may be asked to limit or suspend work until further notice.

HAZARDOUS MATERIAL SPILLS

- The contractor must report any hazardous material spills immediately to the COR and take immediate action to contain the spill. Regulatory agencies require containment and remediation of all spills of hazardous materials, including fuels and oil.
- Contractors who spill any such substances on the Medical Center property are responsible for clean-up coordinated through EH&S. Clean-up of the contaminated area must be performed to the regulatory accepted level based on testing. Testing and disposal will be coordinated through EH&S and paid for by the contractor.



HAZARDOUS WASTE

- The contractor shall comply with all federal, state and local regulations pertaining to the management of hazardous waste, as well as VA Medical Center requirements. Hazardous waste must be handled and accumulated on-site in a safe manner and by properly trained contractor personnel.
- Fluorescent lamps are to be removed from fixtures with care and placed in special cartons and disposed of properly. Do not dispose of lamps in regular trash containers. Contact EH&S for further instructions.
- Asbestos containing materials removed under abatement contracts may be considered hazardous waste. It is the responsibility of the general and abatement contractors to dispose of them properly and coordinate through EH&S.
- Lead-based paint removed from structures is considered hazardous waste and must be disposed of properly and coordinated through EH&S.
- Hazardous waste generated on-site shall not be transported off-campus without proper manifests and signatures. Hazardous waste will be transported and disposed of in accordance with all applicable Federal, State, and local regulations.
- All hazardous and non-hazardous waste generated from abatement projects **MUST** be properly manifested per EPA/DOT regulations and signed by a designated EH&S staff member. Contractors are required to furnish EH&S with documentation of proper disposal whenever the contract calls for disposal of hazardous waste, including spills.
- Only representatives from EH&S are authorized to sign hazardous waste disposal manifests from waste generated on the medical center.



SCAFFOLDING

- All scaffolding shall be erected and maintained in compliance with applicable OSHA standards, and the manufacturer's specifications. Each scaffold must be erected and dismantled by licensed scaffolding contractors. Inspection of scaffolding must be made by a competent person assigned by the contractor for the work to be performed.
- All scaffold platforms must be equipped with standard forty-two (42)-inch high handrails and mid-rail, rigidly secured and completely decked with safety plank or manufactured scaffold decking. Rigidly secured four (4)-inch high toe-boards must be used on all scaffolding. Scaffolds must be tied off to the building or structure at proper intervals.



ENVIRONMENTAL REQUIREMENTS

AIR EMISSIONS

- Any operation or procedure involving the release of significant quantities of dust, vapors, fumes, or mist shall be approved by EH&S prior to start of work. Examples are large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, etc.

FUGITIVE DUST EMISSION ABATEMENT

- All Contractors must reduce the amount of fugitive dust (particulate matter) emitted into the ambient air as a result of construction activities in accordance with applicable National Emissions Standards for Hazardous Air Pollutant (NESHAP) requirements and Bay Area Air Quality Management District standards.
- Any operation or procedure involving the release of significant quantities of dust, vapors, fumes, or mist shall be approved by the COR prior to start of work. Examples include: large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, demolition activities, etc.



COMBUSTION SOURCES

- If any project involves the installation of a combustion source, such as new stationary generator, boiler, burner, or incinerator, construction must first be coordinated through EH&S GEMS program for permitting through the regulatory agency (BAAQMD).

STORM DRAINS

- No hazardous, toxic liquid or solid material(s) shall be discharged to the storm drain and/or sanitary sewer system. Contractors performing planned work that will create potential runoffs from water blasting, wet method surface removal, etc., must consult with EH&S to ensure proper protection of the drainage system and adequate product collection procedures.
- Care must be taken to locate chemical storage and transfer areas to prevent the possibility of accidental spillage of chemical products.





Infection Prevention and Control During Construction and Renovation

The goal of the Infection Control Program is to identify and reduce the risks of acquiring and transmitting infections among patients, employees, and visitors.

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

1. Bloodborne Pathogen Exposure Control Plan

- a. Hospital staff shall remove any medical waste, including sharps containers (for used needles and syringes), from areas to be renovated or constructed before start of the project.
- b. The VA project Engineer/lead shall be notified immediately if unexpected medical waste and shall follow Blood and Body Fluid Exposure Control Program and Medical Waste management guidelines.

2. Tuberculosis Exposure Control Plan

- a. The contractor must provide written certification that all contract employees assigned to work in buildings: 8, 203, 208, 200 and the downtown CBOC; have had a pre-placement tuberculin screening within 90 days prior to assignment to the worksite. Any additional workers who are added to the work site after the required time frame shall also be screen for TB.
- b. Any positive TB screening will be evaluated for active disease by the individual's personal medical doctor. A copy of the exam and clearance will be presented to the Infection Control Office by the VA project Engineer/ lead prior to start of work.
- c. TB skin testing (PPD) are required annually and contractor is responsible to be compliant to this prerequisite.
- d. All TB screening results will be kept by the VA Project engineer/lead.

3. Pre-Construction Infection Control Risk Assessment and Infection Control Permit:

All interior and exterior construction and renovation activities require Infection Control Risk Assessment prior to start of work to control dust or minimize the flow of airborne particles into the area.

- ☐ Planning Phase: The project engineer/lead will initiate the pre-construction infection control risk assessment and present to Infection Control Representative for finalization of risk assessment according to risk of exposure. The final ICRA will be presented to contractor/s of the project.
- ☐ Operational Phase:
 - ☐ Class II or lower will require approval by Project engineer/lead and the area representative.
 - ☐ Class III or higher will require Infection Control Permit issued by Infection Control Representative. The IC permit shall be posted outside the appropriate construction area.
 - ☐ Contractor/s shall follow and implement all required elements in the IC permit.
 - ☐ Precautionary measures during construction will be monitored by Construction Safety Team during their regular rounds and daily by the project engineer/lead.
- ☐ Completion Phase:
 - ☐ *After completion of construction, ventilation will meet specifications as mandated by regulatory bodies. Restore HVAC, humidity and pressure differentials; replace spent filters with new filters.*
 - ☐ *The area will be thoroughly cleaned and disinfected before being placed into service, first by the contractor and then a terminal cleaning which will be done by the medical center's EMS staff.*
 - ☐ *Water supply lines will be flushed before placing newly renovated or constructed areas into service. The construction contractor shall certify that potable water is safe for use.*

4. Barrier Walls:

- a. The construction areas MUST be kept separated from patient care areas by barriers that keep the dust and dirt inside the worksite.
- b. The walls must provide a complete seal of the construction area from adjacent areas (walls may be rigid or 4 or 6 mil thickness plastic)

5. Environmental Control:

- a. For projects requiring negative air pressure per their ICRA, Negative air pressure must be maintained within the construction area through project completion.
- b. Demolition debris is removed in tightly fitted covered carts - use specified traffic patterns.
- c. Sticky or walk-off mats are placed immediately outside the construction zone and changed whenever necessary to control the spread of dust and dirt.
- d. Exterior window seals are to be used to reduce the amount of outside excavation debris coming into the building.
- e. If demolition chutes are used, they must be sealed when not in use; the chute and damper should be sprayed with water, as necessary to maintain dust control.
- f. Control, collection and disposal must be provided for any drain liquid or sludge found when demolishing plumbing.

6. Traffic Control

- a. Use designated entry and exit procedures
- b. Keep all egress pathways free of debris.
- c. No unauthorized personnel should be allowed to enter construction areas.
- d. Use designated elevators only.

7. Cleaning

- a. Keep the construction area clean on a DAILY basis
- b. Dust and dirt **must** be kept to a minimum

8. Workers

- a. Clothing must be free of loose soil and debris when exiting the construction area

- b. Use personal protective equipment (masks, face shields, etc.) as indicated for the task at hand
- c. Handwashing is the best method of reducing the transmission of infection: always wash your hands with soap and water after visiting the restroom, before eating, when leaving the construction site

9. Accidents

- a. For needlesticks or other sharps accidents and body fluid exposures; wash skin with soap and water and flush eyes/nose/mouth with large amounts of water.
- b. Report the incident to your supervisor and report to Emergency Department for immediate treatment.

LISTING OF MEDICAL CENTER MEMORANDUM SAFETY POLICIES

- 1. MCM-001ES-02- HAZARD COMMUNICATION PROGRAM**
- 2. MCM-001ES-03- ASBESTOS MANAGEMENT PROGRAM**
- 3. MCM-001ES-05- PERSONAL PROTECTIVE EQUIPMENT**
- 4. MCM-001ES-10- FALL PROTECTION**
- 5. MCM-001ES-11- HAZARDOUS MATERIALS AND WASTE MANAGEMENT
PLAN**
- 6. MCM-001ES-19- ENVIRONMENTAL HEALTH SAFETY DURING
CONSTRUCTION ACTIVITIES**
- 7. MCM-001ES-21- PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM**
- 8. MCM-001ES-23- ASBESTOS EXPOSURE ASSESSMENTS**
- 9. MCM-001ES-25- HAZARDOUS MATERIALS SPILL RESPONSE POLICY**
- 10. MCM-001ES-29- FIRE PREVENTION MANAGEMENT PROGRAM**

VA MEDICAL CENTER SAN FRANCISCO
PERMIT FOR CUTTING AND WELDING
WITH PORTABLE GAS OR ARC EQUIPMENT

DATE: _____ BUILDING/LOCATION: _____ PROJECT NAME: _____

WORK TO BE DONE:

SPECIAL PRECAUTIONS:

PLEASE CONTACT ELECTRICAL SHOP PERSONNEL PRIOR TO STARTING ANY WELDING ACTIVITY TO DEACTIVE SMOKE DETECTOR, HEAT DETECTOR AND GAS DETECTOR IN THE GENERAL AREA WHERE WELDING IS BEING PERFORMED.

PROJECT MANAGER (COTR) NAME: _____ SIGNATURE: _____

IS FIRE WATCH REQUIRED? YES / NO

DURATION: _____ **PERMIT EXPIRES:** DATE: _____ TIME: _____

The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this work (See other side)

SIGNED: _____
(Contractor Individual responsible for authorizing

welding and cutting)

TIME STARTED: _____ TIME COMPLETED: _____

WELDER'S NAME: _____ SIGNATURE: _____

EH&S SIGNATURE: _____ DATE: _____

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 side of walls) were inspected 30 minutes after the work was completed and were found fire safe.

SIGNED: _____
(Contractors)

ATTENTION

Before approving any cutting and welding permit, the Building Maintenance Supervisor or Work Leader shall inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA 51B.

PRECAUTIONS

- ☐ Cutting and welding equipment in good repair

WITHIN 35 FEET OF WORK

- ☐ Floors swept clean of combustibles
- ☐ Combustible floors wet down, covered with damp sand, metal or other shields
- ☐ No combustible material or flammable liquids
- ☐ Combustible 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 opposite side of wall

WORK ON ENCLOSED EQUIPMENT (Tanks, containers, ducts, dust collectors, etc)

- ☐ Equipment cleaned of all combustibles
- ☐ Containers purged of flammable vapors

FIRE WATCH

- ☐ To be provided during and 30 minutes after operation
- ☐ Supplied with readily available extinguishing equipment
- ☐ Trained in use of equipment and in sounding fire alarm

FINAL CHECK-UP

- ☐ To be made 30 minutes after completion of any operations unless fire watch is provided

SIGNED: _____
(Contractors)