

# **Safety, Rules & Procedures for Contractors**

## **Hospital Policy:**

All construction personnel shall be orientated and trained on hospital safety, rules and procedures before starting work and periodically throughout the project duration. The general contractor and subcontractors' field supervisors/foremen shall be thoroughly familiar with Specification Section 01010 "General Requirements" and those items covered in the "Field Supervisors/Foremen Agreement" below.

## **Purpose:**

To ensure that each individual contractor employee is responsible for complying with established hospital standards, applicable OSHA Safety Requirements, federal, state and local environmental regulations, wearing prescribed safety equipment, and preventing avoidable accidents.

## **Procedure:**

Each individual Field Supervisor/Foreman is to review, understand and acknowledge (sign) the following information prior to the commencement of work scheduled at this facility. A contractor's pay request will only be approved after the Contracting Officer Technical Representative (COTR) has received signed agreements from each field supervisor/foreman requesting to be paid on an invoice.

## **Field Supervisors/Foremen Agreement**

### **Access to Construction Areas**

- All contractors shall check-in with the COTR before beginning a project or work. The contractor shall be prepared to provide the following information; scope of work, authorization, duration, as well as other pertinent information.
- Access is limited to areas such as critical care, patient care and surgical units, as well as mechanical/electrical rooms. Access can be obtained through the COTR.
- Access to any floors of the facility after normally scheduled work hours (Monday-Friday, 7:00am – 4:30pm) must be scheduled in advance with the COTR. Police reserves the right to refuse access to anyone without prior authorization and identification.
- Ready access for Engineering, Safety, Police and Fire Department shall be maintained to all areas under construction at all times.
- Areas under construction shall be locked during non-business hours. Keys and cylinders for this purpose are obtained through the COTR. Contractors will not put their locks on any doors without COTR approval.

### **Accident and Injuries**

- The contractor must post emergency phone numbers and treatment facilities for use by contractor employees if injured on the job or in need of medical treatment.
- Work site injuries must be reported to the COTR. The VA accident reporting form is Number 2162. The COTR/Safety/or Security and Police Service will initiate the 2162. The injured individual will need to complete the narrative portion of the report.

### **Asbestos**

- There are both friable and non-friable asbestos-containing materials located within the hospital complex. Inspection reports are available from the COTR. Contractors are required to be aware of the asbestos material located in the vicinity of their work. Further, all contractors are expressly forbidden to disturb any asbestos-containing materials unless specifically authorized in writing by the COTR. Under no circumstances are any materials supplied or installed by the contractor to contain asbestos in any form or quantity.
- Asbestos removal contractors will be trained and licensed, and will follow OSHA, VA Specifications, state and local regulations from notification to disposal.

- ❑ A VA Representative will verify the adequacy of the barriers and ventilation before any asbestos removal work is conducted.
- ❑ The contractor(s) is responsible for monitoring their employees' exposure to asbestos.
- ❑ Additional asbestos removal specifications will apply.

**Clean-up**

- ❑ All work activities within occupied portions of the facility shall be immediately cleaned and restored to its original finished condition upon completion of the activity. If the activity continues into the next workday, the area shall be left safe, clean, and presentable.
- ❑ Public restrooms are not to be used for cleaning tools or equipment. Janitor's slop sinks are available for this purpose. If janitor's closets are used they must be cleaned.
- ❑ Trash, combustible waste, and excess construction materials must be removed daily to prevent accumulation. Contractors must arrange for the removal of their debris and waste.
- ❑ All work for an area must be confined within that space. Public corridors, stairwells, equipment rooms, and vacant floors are not to be used for the storage of materials or as a workshop. Tracking of construction dirt into the public corridors or stairwells must be prevented. The contractor will provide tack pads at all entrances and exits from the construction space.
- ❑ If smoke detectors are covered during dust-producing activities, they must be uncovered at the end of each day.
- ❑ All contractors working above the ceiling are required to reset all disturbed ceiling tiles by the end of the day.

**Compressed Gas Cylinders**

- ❑ Compressed gas cylinders are very dangerous if not treated properly.
- ❑ Employees who work with compressed gas cylinders must have specific training in that area.
- ❑ Make sure that they are secured properly when in use or in storage.
- ❑ Always keep the caps on the cylinders when they are not in use.
- ❑ Hot work permit(s) are required.

**Confined Space**

- ❑ Consult with the COTR before entering sewers, manholes, and underground vaults. Identify which require confined space permits.
- ❑ All construction personnel that require entry into a confined space must abide by the Confined Space Program procedure. NO ONE will be allowed to enter these areas without the proper qualifications, equipment and training.
- ❑ It is the sole responsibility of the contractor to coordinate entry into any confined space. The contractor shall notify the COTR prior to entering a confined space.
- ❑ Anyone entering a permit-required confine space must follow OSHA regulations, 29 CFR 1910.120.

**Contractor's Impact**

System	Possible Interruption	Possible Effect to Patients
Electrical	<ul style="list-style-type: none"> <li>- Changing position of switches and breakers</li> <li>- Cutting or splicing into wires</li> <li>- Disconnecting wires or terminals</li> <li>- Disturbing Junction Boxes/Electrical Panels</li> <li>- Core Drilling</li> <li>- Demolition of walls</li> <li>- Excavation</li> </ul>	Electrical Systems provides LIFE SUPPORT (Directly and Indirectly) - Can cause DEATH to critical patients
Water Lines	<ul style="list-style-type: none"> <li>- Turning valves</li> <li>- Cutting into lines</li> <li>- Demolition &amp; Excavation</li> </ul>	Dialysis, OR, HVAC, ICU, X Ray, etc Can cause DEATH to critical patients Infection Control issues Major Cleanup issues

Medical Gases: Oxygen Air Vacuum Nitrous Oxide Nitrogen	- Cutting or disturbing into lines (labeled, unlabeled) - Changing valve positions - Deactivating alarms - Demolition & Excavation	Oxygen, vacuum, air, etc. ICU, OR, Med/Surg. Can cause DEATH to critical patients
HVAC	- Shutting down - Modifying - Changing controls - Cutting into the roof - Producing foul odors near intakes - Cutting into chilled water lines - Obstruct fresh air intake	Temperature is critical in OR, ICU, etc. Infection Control issues Major Air Quality Issues
Fire Alarm and Sprinklers	- ANY modifications - covering or removing smoke heads - Demolition & Excavation - Damage or set off sprinkler heads - Duct work modifications	- Compromising Fire Safety - False Alarms - Floods - Major disruptions and distractions  ALL THE ABOVE CAN RESULT IN DEATH
Code Alarms Nurse Call Wander Guards	- Demolition & Excavation - Unplugging - Changing position of switches/breakers	Lack of communicating system can result in patient death or injury

**Contractor Room/Space**

- Materials will be kept on the job site in the contractors’ room or in storage space provided for the contractor by the COTR.
- Any shared space within the storage room(s) must be accessible to the COTR, Police, and Fire Department.
- Corridors are not to be used for storage.
- Contractors will manage the signed space and assure the site is kept clean and safe. Refer to OSHA standards.
- Any disputes or concerns will be directed to the COTR.

**Damage by Contractors**

- Any damage caused by the contractor’s employees is to be reported to the COTR immediately.

**Deliveries**

- All material deliveries at the loading dock must be coordinated with the COTR. Deliveries of material and equipment are to be made at times when the contractor or subcontractor is available to accept them. The VA will not be responsible for receiving or storing items, and warehouse personnel will not allow deliveries to be unloaded.
- In order to minimize delays and interferences, large deliveries must occur Monday through Friday after 7:30 a.m. and before 2:30 p.m. Weekend and after hours deliveries need to be prearranged with the COTR.

**Dress Code**

- All personnel must be appropriately dressed for their work. T-shirts or garments with obscene or suggestive messages are not permitted. Personnel found improperly dressed will be asked to leave the facility.

**Dust Barriers and Ventilation Requirements**

- All dust barriers will be coordinated with the COTR before installation.
- Dust barriers are needed to protect occupied areas on any portion of the construction project that has the potential to generate dust.

- ❑ The barriers must be smoke resistive and non-combustible. When barriers are part of a smoke or fire barrier, the construction barriers must be equivalent.

#### **Emergency Preparedness Notification**

- ❑ Contractors are to post the “VA Emergency Guidebook” in a conspicuous spot for all construction personnel to review. Construction personnel are to be trained on the postings prior to beginning work and as the project progresses.
- ❑ The guidebook lists all emergency phone number and explains what to do in the case of an emergency. Such as; bomb threat, workplace injuries, emergency preparedness, hazardous materials & spills, tornado procedures, fire plan, and utility & equipment failures. A copy of the guidebook is available from the COTR.

#### **Elevator Usage**

- ❑ Contractors shall not hold or block from use any public elevators in any building unless authorized by the COTR.
- ❑ The COTR will define which elevators shall be used and the times for moving materials and waste to and from the site(s).

#### **Equipment Safety**

- ❑ Ladders are not to be left unattended in public areas during breaks and lunch hours. Ladders shall be laid down and placed out of the traffic areas during these periods.
- ❑ No tools, carts, ladders or other equipment are to be left unattended outside a secured area.
- ❑ Yellow safety barricades must be used when working in public areas.
- ❑ Use of hospital equipment is not permitted.

#### **Equipment and Supplies**

- ❑ Caution must be used with all flammable materials, i.e., adhesives, thinners, varnishes, etc.
- ❑ All paint shall be low odor latex paint. The contractor will use odor reducing agents in all paints and solvents. Ventilation will be required if toxic or foul smelling materials have to be applied.
- ❑ Only a one-day supply of paints, materials and gas cylinders is permitted outside an approved storage area.

#### **Fire Alarm System**

- ❑ Care must be exercised to prevent the accidental tripping of smoke detectors and fire alarms.
- ❑ Notify the COTR of your activities and location while performing work in the hospital.
- ❑ Cover and protect the smoke alarms when raising dust or creating smoke. Remove plastic bags around smoke detectors upon completion of the work and at the end of each workday.
- ❑ Notify the COTR immediately if the alarm is tripped.

#### **Hazardous Materials and Waste**

- ❑ A listing of all hazardous materials that will be used on the job and their material safety data sheets (MSDS) will be available on site for COTR review.
- ❑ Ant excess or used chemicals will be removed from the hospital promptly and properly disposed of by the contractor in accordance with federal, state and local regulations.
- ❑ Do not store excessive amounts of flammable or combustible materials on the job site. A safe location to store these materials will be provided by the COTR.

#### **Heavy Lifting**

- ❑ Hoisting heavy materials/items require prior review by the COTR.

#### **Hospital Fire Plan R-A-C-E**

- ❑ Fire Plan - There is no difference between a fire drill and an actual fire.
- ❑ Make sure you know where the pull stations are in the areas you are working.
- ❑ If you are in the area of the fire:
  - R** Rescue anyone from the area if necessary
  - A** Activate/Pull the nearest Pull Station

- C** Contain the fire by closing all doors in the area
- E** Extinguish if possible or Evacuate the area immediately
- ❑ If you are NOT in the area of the fire:
  - Construction Workers are to cease activities, stay in place, and wait for further instructions or cancellation of the fire drill.
  - DO NOT move through the hospital. DO NOT use the elevators or stairwells.

### **Housekeeping**

- ❑ Housekeeping in public areas of the hospital will be maintained at the highest level, even while work is on going.
- ❑ In secured areas, housekeeping will be performed as needed, but at a minimum at the end of each day.

### **Hot Work Permits**

- ❑ Before any cutting, soldering, grinding, welding, etc., is conducted, the contractor or sub-contractor shall obtain permission through a hot work permit. The contractor shall be responsible for obtaining the hot work permits from the COTR.
- ❑ Gas and oxygen canisters shall be properly chained and protected and two 10 – pound fire extinguishers shall be present.
- ❑ The contractor shall maintain a fire watch during the hot work operations, and 30 minutes after the hot work is completed.

### **Identification Badges**

- ❑ The construction personnel will not be required to wear identification badges at this time.

### **Infection Control**

- ❑ Prior to all construction activities, infection control procedures must be review and approved by the COTR.
- ❑ The construction personnel are to read and follow the directions listed on any Infection Control Precaution sheet posted outside a patient’s room. Generally this means permission must be obtained from the nursing staff before entry.
- ❑ Temporary walls or dust barriers are required to enclose areas under construction.
- ❑ Under some conditions it may be necessary to block return and supply ducts. There shall be no re-circulation of air from a construction areas that will generate dust, smoke or odors to other parts of the hospital.
- ❑ Tack pads must be located entrances and exits to the construction area.
- ❑ Contractor shall promptly remove any dust tracked outside of construction barriers.
- ❑ As a standard precaution assume that any person may carry contagious disease. In order to protect you from these diseases always assume blood; non-intact skin, mucous membranes and other body fluids and excretions are infectious. Do not touch any such materials but contact the COTR immediately. Needle container boxes are provided for the disposal of syringes and other sharps used in the medical center. These must be properly removed and disposed of by hospital personnel.

### **Interim Life Safety**

- ❑ The hospital will document whether and to what extent Interim Life Safety Measures (ILSM) will be implemented for each project.
- ❑ Any life safety code violations incurred during construction or renovation will result in close coordination with COTR to implement the hospital’s Interim Life Safety Measures. JCAHO and NFPA require these measures.
- ❑ The Contractor in cooperation with the COTR will ensure ILSMs are employed to temporarily compensate for hazards posed by existing Life Safety Code (LSC) deficiencies or construction activities.
- ❑ ILSMs apply to both construction and hospital employees.
- ❑ ILSMs will require increased walkthrough inspections by the superintendent/foreman, COTR and Safety Officer.

- ❑ Training of construction workers and hospital staff will always be a significant part of ILSM procedure. The contractor, COTR and Safety Official all share responsibility to make sure everyone under increased risk is made aware of the risk and compensating ILSMs.

#### **Life Safety**

- ❑ Temporary construction partitions of non-combustible materials shall be installed as required to provide a smoke tight separation between the areas undergoing renovation and/or construction and adjoining areas that are occupied by the facility.
- ❑ Exits for occupied areas of the building including rooms, suites, corridors and floors shall not be blocked by the construction or by construction materials. Exit may be blocked temporarily if it is unavoidable and adequate alternative measures are provided, such as signage, instructions to occupants and approved by the COTR.
- ❑ Existing fire protection systems including fire alarm systems, smoke detection systems, and sprinkler systems shall not be altered except as required for the alteration and/or renovation project. Any alteration to the system shall be coordinated with COTR
- ❑ It is the responsibility of each contractor to know exactly where the fire extinguishers and pull stations are in the work area.
- ❑ Fire hazard inspections shall be conducted daily by the contractor once construction starts and until the work is turned back over to the facility.
- ❑ All temporary electrical wiring and equipment used for construction shall be installed and used in accordance with pertinent provisions of NFPA 70 and National Electrical Code.
- ❑ Maintain construction site to permit access to fire department as necessary. Clear building construction areas of obstructions so that all portions are accessible for fire department apparatus and permit emergency egress of patients and other personnel.

#### **Lockout/Tag out**

- ❑ Lock Out/Tag Out - No contract workers is allowed to change the status/position of ANY switch, valve or any other energy source without prior approval from the COTR. All Lock out/Tag out activities need prior approval before implementation. Any activity requiring a Lockout/Tag out process must comply with the hospital policy.
- ❑ All contractors shall comply with OSHA Regulation 29 CFR 1910.147 on Lockout/Tag out procedures.
- ❑ Only VA personnel are authorized to shutdown hospital equipment or utilities unless permission is specifically granted.

#### **Material Safety Data Sheets (MSDS)**

- ❑ MSDS must be provided for any hazardous materials that will be used on VA property.
- ❑ MSDS are available for all materials used in the hospital. Contact the COTR for all hospital MSDSs.

#### **Noise**

- ❑ All core drilling, chipping and hole drilling shall be done at a time and day determined by the COTR in consultation with occupants of the space and adjacent areas.
- ❑ Patients, visitors and staff deserve consideration and the quiet enjoyment of their premises. Anyone found being loud, rude or otherwise annoying to the patients, their guests or hospital staff would be asked to leave the hospital.
- ❑ All work activity within occupied portions of the hospital shall be accomplished with minimal disruption to the patients, physicians, visitors and staff.
- ❑ Playing of radios, tapes and CD players is not permitted in any occupied area. "Walkman" radios/tapes and CD players are not permitted anywhere in the hospital.
- ❑ The playing of radios, tapes and CD players are permitted in vacant areas but shall not be heard outside the vacant area.

#### **OSHA Compliance**

- ❑ All contractors are subject to Occupational Safety and Health Administration (OSHA) regulations. The contractor is expected to enforce and comply with these standards in the performance of their work. OSHA regulations can be found in Chapter 29 of the Code of Federal Regulations (CFR). Failure on

the part of any contractor or their employee to comply with these standards and/or conduct their work in a safe fashion will result in an interruption in the work schedule for which the contractor will be solely responsible.

#### **Parking**

- ❑ COTR will designate contractor employee parking areas. Contractors may not block fire lanes or other roadways.
- ❑ Contractor to coordinate parking and obtain parking permits from the COTR.

#### **Patient/Visitor Privacy**

- ❑ No construction personnel are allowed to review, acknowledge or move any patient information or records.

#### **Personal Protective Equipment**

- ❑ There are many situations that require specific personal protective equipment for worker safety according to OSHA. It is the responsibility of the individual contractor to know when it is to be used and is responsible to wear them.

#### **Posting and Training**

- ❑ The field superintendents/foremen are to post the following hospital specific documents for all construction employees to read; Construction Commandments, VA Emergency Guidebook and Hospital Smoking Policy.
- ❑ Each field superintendent/foreman is responsible for construction personnel working under his/her supervision. This person shall make sure each employee working on the site has been trained on the Construction Commandments; as well as, other posted information.

#### **Restroom Usage**

- ❑ Construction personnel shall use the public restrooms and shall not use restrooms in occupied areas.

#### **Request for Information**

- ❑ All request for assistance, coordination and information shall be done through the COTR.
- ❑ Address: COTR (Engineering Service)  
Edward Hines Jr. VA Hospital  
5<sup>th</sup> & Roosevelt Roads  
Hines, IL 60141
- ❑ Phone No. (708)202-8387, ext. 21145
- ❑ Fax No. (708)202-2167

#### **Safety Regulations**

- ❑ Contractors are expected to comply with all Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1926 and 1910.
- ❑ Appropriate job signs and barriers are in place to prevent occupants from straying into the construction area.
- ❑ Stairwell doors can not be propped open or blocked at any time. Equipment cannot be stored in the stairwells.
- ❑ All contractors shall close doors to construction area. All doors shall be locked when not under contractor direct supervision.
- ❑ All contractors are encouraged to frequently review these guidelines with their employees and subcontractors on site (e.g., during weekly ToolBox Safety Meetings).
- ❑ All contractors and their subcontractors are responsible for complying with these guidelines, specification section 01010, and OSHA rules and regulations.

#### **Security of Construction Areas**

- ❑ Before beginning work on a project, all contractors shall check in with the COTR. The contractor will supply the following information: scope of work, authorization, duration, and any pertinent information that is required.

- ❑ Contractor to use VA supplied locks; cylinders and keys allowing access to the construction area.
- ❑ The COTR, Facilities Engineering, Safety Office and Police must have be able to access the construction area as needed to perform their assigned responsibilities.
- ❑ Two evacuation routes from the worksite must be maintained at all times.
- ❑ Contractors may lock up their personnel tools, etc., with personal locks.

**Shutdowns/Connections to Utilities and Building Systems**

- ❑ All connections, tie-ins, or alterations to the building life safety components and utility systems must be performed with COTR coordination and approval at least three week prior to the date requested.

**Smoking**

- ❑ The Smoking policy of the hospital is no smoking with 50 feet of the building and only in areas designated for smoking. All construction employees must comply with this policy. Any construction employee not complying with this policy will be asked to leave the facility grounds for the duration of the project.
- ❑ Construction superintendents/foremen are expected to enforce this smoking policy.

**Stop Work**

- ❑ The hospital safety officer and the COTR have the Director’s authorization to stop work whenever conditions pose an imminent threat to life and health or threaten damage to equipment or buildings.

**Subcontractors**

- ❑ The general contractor is responsible for obtaining and submitting signed “Field Supervisors/Foremen Agreement” from each of subcontractors working in the hospital. A subcontractor will not be paid until the COTR has received the signed agreements.
- ❑ The COTR reserves the right to reject any subcontractor proposed or working on a project for just cause.
- ❑ An on-site construction employee must be designated “In Charge” at all times the contractor is on site.

**Traffic Control**

- ❑ Contractor shall provide trained personnel and equipment, signage, barricades, etc., to regulate traffic whenever construction operations affect traffic patterns.

**Trenching and Digging**

- ❑ OSHA regulations must be followed during trenching operations.

**Waste**

- ❑ Trash, combustible waste and excess construction materials must be removed daily to prevent accumulation. Contractors must arrange for the removal of their debris and waste with the COTR.
- ❑ Contractor shall use their Dumpster. Coordinate dumpster location with the COTR.
- ❑ The contractor is encouraged to contact and utilize the hospital’s recycling program for the disposal of recyclables.
- ❑ The contractor is expected to comply with all environmental regulations.

**Wall and Floor Penetrations**

- ❑ Prior to making any penetrations in walls, floors or ceilings, it is the contractor’s responsibility to identify fire and smoke rated systems.
- ❑ The contractor shall have the COTR inspect and approve all floor and wall penetration.
- ❑ All wall and floor penetrations must be located, marked and sealed by the contractor responsible for the penetration.
- ❑ All repaired penetrations on rated systems must be completed using a fire rated material matching the rating of the system and must inspected by the COTR before ceiling tiles are replaced or area is concealed.

**IF THERE IS ANY QUESTION REGARDING ANY OF THE INFORMATION ON THIS DOCUMENT, IMMEDIATELY CONTACT THE COTR TO RESOLVE ISSUES PRIOR TO WORK COMMENCEMENT.**

Company: \_\_\_\_\_

Receipt Acknowledged: \_\_\_\_\_

Signature: \_\_\_\_\_

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

THIS PAGE INTENTIONALLY LEFT BLANK