

CONTRACTOR'S OCCUPATIONAL SAFETY & HEALTH GUIDE

This guide is presented to clarify local requirements of the South Texas Veterans Health Care System and is provided with the understanding that it does not change the contract requirements as currently and formally set forth. This guide is not intended to replace NFPA, 29CFR1910 & 1926 or any other applicable fire and safety regulations incorporated into the contract. Should this guide (or other actions on our part) regarding this issue constitute a change to the contract requirements warranting equitable adjustment, we request that you so advise the Contracting Officer, in writing within twenty days of receipt of this guide. You are reminded of your contractual responsibilities to provide timely, written notice and corresponding proposal for equitable adjustment for this item should you believe that a change exists.

1. The contractor shall comply with the clause entitled "Accident Prevention" of the contract. The contractor shall comply with all pertinent provisions of Army Corps of Engineers Manual EM385-1-1 and Federal OSHA regulations, 29CFR Parts 1910 and 1926. Representatives of OSHA or the Texas Department of Health may appear without warning on the job site for safety inspections.
2. The contractor is required to provide medical aid to his employees on the site. Severe personal injuries will be reported by calling 15555. Accidents must be reported to the contractors' office, any insurance company, OSHA, or workmen's compensation form which contains all the pertinent data.
3. **Construction Partitions** – Shall be constructed in accordance with the following general specifications listed for this project. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Above the ceiling the partition may be of visquene material that is fire rated. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices. Install one-hour fire-rated temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING, of the Contract general requirements.
4. **MSDS** - The contractor will provide the Safety Office copies of material safety data sheets (MSDS) on hazardous materials i.e. flammables, adhesives, oils, etc. prior to commencing work. The project will not begin until the Safety Office has reviewed the copies of the MSDS's and has had time to review and approve them for use on site.
5. **Hazardous Materials** - Contractors will secure oxygen and acetylene cylinders at the job

site to prevent tipping. Hazardous materials will be stored in approved flammable, acid, cabinets in approved locations on the work site.

6. **Hot-Work Permit** - Prior to performing "HOT WORK" (welding, burning, lead melting, blow torches, tar pot, etc.), or operating other flame producing devices, the contractor will contact the Safety Office and request a permit prior to starting any operations of this type. This permit is the ONLY acceptable authorization to begin the operation. Hot work Permits will be opened and closed on a daily basis.

7. **Interstitial Permit** - Prior to performing work in the interstitial, all general contractors and subcontractors must obtain a permit for daily entry into the interstitial space from Engineering Service. Before entering interstitial space, all personnel must complete one-time fall protection training and comply with STVHCS Policy Memorandum 138-XX-20, "Working Safely in Interstitial Spaces". Fall Protection training will be conducted by the responsible Resident Engineer (RE) or the Contracting Officers Technical Representative (COTR). Contractors and subcontractors will not route wire or cable through wire chases or fire smoke walls without written authorization from the RE or COTR. The RE and COTR will record locations of all penetrations of wire chases, smoke partitions and fire walls. RE and COTR will ensure penetrations are patched with a NFPA approved fire rated caulking material.

8. **Contracting Officers Technical Representative (COTR)** - Contractors and subcontractors will not route wire or cable through existing wire chases or fire smoke walls without written authorization from the RE or COTR. The RE and COTR will record locations of all penetrations of wire chases, smoke partition and fire wall. RE and COTR will ensure penetrations are patched with a NFPA approved fire rated caulk.

9. **Recycling** - When the project is completed, the contractors will be responsible for taking any hazardous materials they brought on the VA campus off the VA campus. They will not be left behind. Information on construction debris and materials will be provided to the GEMS Coordinator in the form of total pounds of material.

10. **Housekeeping** - Accumulation of trash, paper, wood shavings, sawdust, excelsior, boxes and other packing materials will be cleaned up as often as necessary and at the end of each work day.

11. **Personal Protective Equipment** - Contractors are required to provide and use personal protective equipment (PPE), i.e., hard hats, safety shoes, safety glasses, etc. If not, contractors will be asked to stop working until PPE is in place.

12. **All Portable Electric Devices** (saws, sanders, compressors, extension cords and lights),

will be disconnected at the close of each work day. Electrical cords will be free of splices, cuts and tears and all devices will comply with NFPA 70 and EM 385-1-1.

13. **Emergency Notification Locations** - Contractors will require their employees to familiarize themselves with the location of the nearest telephone and fire alarm pull station to the work site and will include this information in their safety plan.

14. **Life Safety** – Contractors will provide their own fire extinguishers for each construction site. All fires, no matter how small, will be reported to the VA Police Desk immediately by utilizing the emergency number listed below, or **DO NOT HESITATE TO PULL THE NEAREST FIRE ALARM PULL STATION!**

- a. In case of a fire use R.A.C.E.
 - R - Rescue
 - A – Alarm/Alert
 - C - Confine
 - E – Extinguish/Evacuate
- b. When using a fire extinguisher use P.A.S.S.
 - P - Pull
 - A – Aim
 - S - Squeeze
 - S – Sweep

Fire Extinguishers – Contractors will provide an adequate number of extinguishers per contractor work site based upon the size of the work site.

15. **False Alarms** – Fire Department response fees for false alarms caused by the contractor will be paid by the contractor. (i.e., Dust covers for smoke alarms).

16. **Fire Watch** - Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with // Resident // Project // Engineer // and facility Safety // Manager // Officer //. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Resident Engineer.

17. **Asbestos** – Contractor employees must be trained in the proper use of respirators and

informed of the type to be used on the above referenced project. Contractor will provide a Work Plan that contains worker certificates of training in the dangers inherent to handling asbestos and breathing ACM and in proper work procedures and personal and area protective measures.

- Notice to Proceed for Asbestos Abatement will be submitted through the Safety Service and Engineering Service. The forms shall only be approved by the Chief, Assistant Chief, Engineering Service, Chief, Design Section and Safety Officer. (See Attachment).
- Phased Notification process. Abatement that occurs greater than 30 days apart **from the next phase of the project** shall require a new Notice to Proceed form.

18. **Smoking** is strictly prohibited in all facilities, near flammable liquids, highly combustible materials. Smoking is only authorized in designated smoking areas.

19. **Security** – Contractors will wear security badge in plain sight above the waist at all times. Contractors found without a badge will be immediately removed from VA property by VA Police.

20. **Parking** – Contractor vehicles found parked in VA parking lots will be issued a United States District Court Violation Notice and immediately removed and banned from VA property.

21. **Tuberculosis (TB)** - CO or COTR is responsible for ensuring that if contracted construction worker(s) have been determined to be at risk for transmission of TB based upon the TB pre-construction risk assessment, then the contractor must provide written certification to the COTR that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the work site and been found to be free of active TB. Contract employees with positive screening reactions to TB must be examined according to current CDC guidelines prior to working on VHA property. If the employee is found without evidence of active (infectious) pulmonary TB, a statement documenting examination by a physician must be on file with the employer (construction contractor) noting that the employee is without evidence of active (infectious) pulmonary TB. If the employee is found with evidence of active (infectious) pulmonary TB, the employee will require treatment. After treatment is initiated the employee will need to furnish a statement from his/her treating physician to the construction contractor and subsequently to the CO/COTR (through infection control) that s/he is no longer infectious prior to being allowed to work on VHA property.

22. **OSHA 10 & 30 -Hour Training Course** – COR will ensure that on-site general and sub-contractor's construction workers have completed the OSHA 10-hour Construction Safety training, 30-hour Construction Safety course, and other relevant competency training.

23. **Infection Control** – All contractors, construction workers and COTR's must attend the

Infection Prevention training every fiscal year. The ICRA will be written into all contracts and specifications to prevent cost discrepancies. Clean the wheels and outside of all carts and equipment going in and out of the construction site. Wet mop with approved disinfectant high volume dust traffic area as needed. DO NOT leave standing water over night. Dampen carpet at the entrance to facilitate removal of dust from cart wheels and shoes. Workers are to vacuum off prior to leaving work site on all class 3 and 4 projects. Negative pressure must be maintained from start to completion as stated on the ICRA and vented to the outside NOT into the INTERSTITIAL. Barriers must be sealed tight at all times. Infection Prevention is to be notified if the air conditioning (AC) must be interrupted in patient care areas and of ALL water shut offs or interruptions.

24. It is the responsibility of the General Contractor to provide ALL subcontractor personnel with a copy of this guide, and to ensure an English speaking representative is present at locations where non-English speaking workers are working.

25. The Safety Office is available for advice and assistance on any matter pertaining to Occupational Safety & Health and the contents of this guide. Direct all questions through the Government Contract Inspector.

POST IN GANG BOX

EMERGENCY TELEPHONE NUMBERS

VA Safety Office 617-5300, x14040

VA Fire Reporting: 617-5555

VA Police: 617-5168 or 15911

SA Fire Department 911