

# Environmental Health & Safety Policy & Procedure #20

**TITLE** 

## **CONTRACTORS RESPONSIBILITIES ON MINOR PROJECTS**

**OVERVIEW** 

Florida Atlantic University (FAU) must exercise diligence in the selection of contractors for demolition, renovation, and construction of minor projects in order to ensure the protection of persons, property and the environment. The prime contractor of a minor project assumes overall responsibility when performing demolition, renovation or construction work for FAU and must comply with all health, safety, and environmental regulations whether or not the prime contractor subcontracts any part of the work.

OBJECTIVE AND PURPOSE

The purpose of this policy is to ensure that procedures are in place to identify and manage health, safety and environmental issues specifically related to the demolition and renovation of minor projects. The responsibilities of contractors are to ensure that construction strategies are in place that will minimize inconvenience, unnecessary disruption of work to building occupants, and unexpected cost to the University.

This policy applies to work performed in existing buildings, new construction in existing buildings, or a new construction attached to existing buildings.

#### RESPONSIBILITY

# **ACTION**

### **CONTRACTOR**

- The contractor shall take all practical measures to prevent the outbreak of fire. Contractors and their personnel shall not undertake work that may cause a fire hazard, put themselves or any occupant at risk, cause a false alarm or damage any fire protection equipment.
- ♦ The contractor shall maintain an orderly site ensuring that rubbish, trash and landscape materials are cleared away promptly and regularly.
- ♦ The contractor, according to all applicable regulations, shall avoid unnecessary accumulation or stockpiling of combustible and flammable materials. Store material in a secure and locked place away from ignition sources
- ◆ The contractor shall maintain two (2) escape routes in different directions and ensure that emergency exits are properly marked, kept clear, and unlocked at all times. When an emergency occurs the contractor and their personnel shall follow EH&S Emergency Evacuation Procedures (Attachment "A").
- ♦ The contractor shall make arrangements to avoid disruption of work by nuisance false alarms, interruption of water and electrical services, noise, dust, etc. The contractor shall be charged \$500.00 for each negligent false alarm which results in a fire department response.
- ♦ The contractor shall provide fire watch if the fire protection system of an occupied building is impaired by construction until the system is restored.
- In accordance the University fire watch shall be coordinated with EH&S.

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APPROVED:	Vice President	Associate V.P.	Director

- The Contractor shall be responsible for the proper identification and management of all hazardous wastes, such as setting up a secure waste accumulation area and storing waste in appropriate containers. Hazardous wastes and materials shall not be removed from the campus by the contractor unless prior arrangements have been made with EH&S.
- ◆ The contractor shall rope off the area of construction and place signs to restrict access by the public.
- ♦ The contractor shall repair any damages caused during the construction. FAU shall be notified of the damage immediately to ensure the remedial action is acceptable.

# PROJECT MANAGER

- ◆ The Project Manager shall monitor the project regularly and ensure that the contractor is complying with the above policy and all other conditions.
- ♦ The Project Manager shall provide advance notices to occupants when it warrants evacuation and affects their health and safety.
- ◆ The Project Manager shall coordinate a walk through with EH&S, Physical Plant, and the contractor to certify completion of the project.

# ENVIRONMENTAL HEALTH & SAFETY

- Ensure fire watch complies with regulation.
- Ensures contractor complies with Hazardous Waste procedures.
- Inspects jobsites regularly.
- ◆ Conducts a final inspection of the jobsite with the Project Manager.

REFERENCE

FAU Fire Safety Program, Chemical Hygiene Plan, OSHA 1910

**ATTACHMENT** 

EH&S Emergency Evacuation Procedures - Attachment "A"



# FAU FIRE EMERGENCY PROCEDURES

# IN THE EVENT OF a Fire, Bomb Threat, Hazardous Material Spill, etc.

- ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES. If the alarm is sounding, turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
- EVACUATE THE BUILDING USING THE NEAREST EXIT OR EXIT STAIRWAY. <u>DO NOT USE ELEVATORS</u>. Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
- CALL 911 FROM A SAFE AREA and provide name, location, and nature of emergency.
- REMAIN AT A SAFE LOCATION AT LEAST 100 FT FROM THE BUILDING until you are told to re-enter. Do not impede access of emergency personnel to the area.

# **EVACUATION PLAN**

- Know the location of your primary and secondary exits.
- Know the location of the nearest fire alarm pull station and fire extinguisher.
- Read and understand the emergency and building evacuation plan.
- Know the area considered the safe location for the building, call EH&S for information.

### INDIVIDUALS REQUIRING ASSISTANCE

• Individuals requiring assistance should seek refuge near the closest stairway and request assistance from others.

**NOTE**: It is recommended individuals requiring assistance prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker or instructor how to assist them in case of emergency. In addition, people who cannot speak loud should carry a whistle or have some other means of attracting the attention of others.

- Able-bodied persons should assist in the evacuation of the individuals who require assistance.
  The assistance may be in the form of the following:
  - Be familiar with the people requiring assistance who are routinely in your work area.
  - Inform hearing impaired people that they have to evacuate.
  - Assist visually impaired people to an exit stairway.
  - Inform emergency personnel of the location of people inside the building who have not been evacuated
  - In the extreme case that you must physically evacuate a person, ask how to safely carry/assist them.

### **ATTACHMENT "A"**