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I SAFETY COMMITMENT STATEMENT

Safety and regulatory compliance is of primary importance at the University of Vermont. The purpose of this handbook is to promote the safety of the faculty, staff and students of UVM and of the Construction Contractors who perform services for the University. All Contractors and their employees must provide and maintain a safe working environment at UVM for both themselves and for the members of the UVM community using the facilities in the vicinity of the work being performed.

II CONTRACTOR HANDBOOK STATEMENT

The purpose of this handbook is to provide a basic outline of the Environmental, Health and Safety expectations as determined by the Department of Risk Management and Safety based on the government standards and the business needs of the University. Given the regulatory and business requirements that drive these expectations, parties that are under contract to complete work at the University that do not comply fully and meet the expectations outlined herein are at risk for breach of contract that may lead to being required to leave campus without returning or fulfillment of the contractual agreement for either party. For the purposes of this material a “Contractor” is defined as an outside person, agency, corporation, etc., engaged by the University of Vermont to perform work on UVM property that includes activities such as constructing, erecting, installing, repairing, demolishing, remodeling, engineering, landscaping and grounds maintenance or industrial cleaning of UVM facilities. This Policy does not apply to Contractors such as food vending, office equipment maintenance and service suppliers or to other Contractors who are not within the definition set forth above.

Training

The Contractor Handbook does not replace training requirements set forth by local, state or federal governing agents and/or written programs and policies required by same. The Handbook is a reminder of the general rules and expectations for contracted work at UVM rather than an exhaustive training tool or written program. The University reserves the right to set requirements in addition to those set by regulatory agencies. Contractors are expected to comply
with requirements set by UVM as well as regulatory bodies as a means of meeting their contractual obligations. UVM will exercise the right to have contractors or subcontractors removed from projects if severe and/or chronic non-compliance is an issue. To ensure full awareness of basic regulatory compliance requirements, all contractors & sub-contractors working on UVM property are required to have a minimum of the OSHA 10-hr training with superintendents for projects required to have the OSHA 30-hr training. Training records must be reviewed prior to workers coming on-site and training records must be made available to UVM upon request. If a person is on-site without the appropriate training, they will be required to leave immediately.

**Regulatory Responsibility**

The Contractor is responsible for meeting all federal, state and local regulations for all entities governing the work to be performed (OSHA, EPA, ANR, etc). It is the explicit responsibility of the Contractor to train and educate their employees in these subjects prior to assigning them work at the University of Vermont. The University reserves the right to request any employee of a Contractor to leave the site if their behaviors and/or work practices indicate a lack of necessary knowledge and/or skill sets. In these cases the Contractor is responsible for re-training or replacing the employee.

**III GENERAL POLICIES**

It is the responsibility of the University of Vermont contracting party, referred to as the UVM Contact, to provide outside Contractors with the information and requirements outlined in this document and to ensure that the Contractor understands the requirements. The UVM Contact will also communicate that failure to adhere to these requirements may lead to the termination of the contract and/or jeopardize consideration for future contracts for work with the University. The UVM Contact will also be responsible for contacting each Contractor before work is commenced at a UVM facility to gather information concerning hazardous materials the Contractor will be bringing into the workplace. The UVM Contact will be responsible for the dissemination of any relevant information obtained to all affected UVM employees and the Department of Risk Management and Safety.

Staff in the UVM Department of Risk Management and Safety is empowered to inspect any contractor activities on the UVM campus at any time and to order a cessation of work activities if government regulations or UVM policies are being violated such that the work activities impose an immediate threat of harm.
Parking and Traffic Rules
Contractors, their employees, and subcontractors will follow all signs or be liable for tickets and fines as established by UVM.

The UVM Contact will refer the Contractor to the UVM Transportation and Parking Services to provide information regarding parking permit needs, and to become familiar with all UVM traffic rules.

UVM Parking Permits may be available to contractors for company-owned vehicles (service vehicles) on or adjacent to the construction site. Employees of contractors and subcontractors are not generally eligible for campus parking permits. Contractor needs to pre-determine parking arrangements with UVM Contact.

Identification
All personnel employed by vendors (contractors, subcontractors, suppliers, engineers and consultants, etc.) who have access to UVM buildings and facilities are required to display a UVM identification badge in a readily visible place on their person whenever on campus. The cost of this badge will be the responsibility of the vendor. Upon request, vendors will present and/or submit their ID card to any UVM employee. The UVM Contact will assist the Contractor in obtaining identification badges. Lost or stolen badges must be reported to the UVM Contact. Vendors noted as not having identification badges must be reported to the UVM Contact and to UVM Police Services.

Access to Premises and Buildings
The Contractor will confine the location of their apparatus, materials, and the operation of their workers to the limits pre-arranged with the UVM Contact. General Contractor will coordinate work with the UVM Contact in order to minimize disturbance to surrounding UVM activities. Construction limits of work, all material/equipment staging and receiving areas to be utilized will be approved by UVM prior to ground breaking.

The Contractor will not use existing elevators without permission of UVM. Arrangements will be made ahead of time with the UVM Contact.

The Contractor will provide and maintain temporary fencing, barricades, warning signs, and lights as required for the protection of the public and construction
personnel from construction hazards. Temporary walkways and drives may be required. The UVM Project Design Team and the UVM Construction Team will review the temporary parking, pedestrian ways, driveways and service access with Transportation and Parking.

As it is possible to lock doors, gates and barricades, the Contractor will be responsible for securing the site. The University is not responsible for theft, vandalism or loss of Contractor equipment.

**Pedestrian Safety**
The University of Vermont is a pedestrian campus. Pedestrians have the right-of-way and all motorized traffic will yield to foot traffic. Driving on the grass or walkways will not be tolerated. Additionally, pedestrian traffic within the approved work area will also have the right of way. Equipment operators observed not granting the right of way to pedestrians in a way that endangers the pedestrian will be subject to removal from the site. Contractors may work together to define designated foot traffic and equipment traffic paths in their work areas. When alternative walkways are required, they must comply with the pre-work arrangement between the Contractor and UVM which allows for temporary, incidental disruption to pedestrian traffic and University proceedings. Signage is required to mark temporary changes in walkways.

**Smoking Policy**
Smoking is not allowed within University buildings or vehicles. Smoking will be permitted outdoors on University property; with the exception of areas where safety, health, or pedestrian traffic flow are overriding considerations (i.e. next to an intake vent or within 25 feet of a UVM building) and/or areas that have been labeled “No Smoking”. This applies to all tobacco smoking and electronic cigarette products.

The Contractor will be responsible for policing smoking area. Contractor is also responsible for being aware of and following any changes in UVM Smoking Policy.

**Harassment and Sexual Harassment Policy**
Contractors will make all persons working on UVM projects aware of the UVM Harassment Policy written below. Violation of this Policy by any individual may lead to eviction from the campus or prosecution as outlined in the Policy.
**Harassment:** As applied at the University of Vermont and other educational institutions in Vermont, the term “harassment” is defined in the Vermont Statutes at Title 16, section 11(a)(26), as follows:

A. “Harassment” means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student’s, individual’s or family member of their actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

B. “Harassment” includes conduct which violates subdivision (A) of this definition and constitutes one or more of the following:

B.1. Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:

   B.1.a Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education or an individual’s employment.

   B.1.b Submission to or rejection of such conduct by a student or employee is used as a component of the basis for decisions affecting that student or as a basis for employment decisions affecting the individual.

B.2 Racial harassment, which means conduct directed at the characteristics of a student’s, individual’s or family member of their actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.

B.3 Harassment of members of other protected categories, which means conduct directed at the characteristics of a student’s, individual’s or family member of their actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
In the event that the Contractor fails to make the UVM policy of “Zero Tolerance” regarding harassment clearly understood and enforced, then the Contractor employees involved in any form of harassment or sexual harassment will be dismissed immediately and the Contractor held liable for all cost associated with mitigating the incident.

**Housekeeping and Solid Waste Management**

Each Contractor will keep the premises clean and neat at all times. Debris, litter or dirt resulting from Contractor work will be cleaned-up on a daily basis. The Contractor will wash floors when broom cleaning will not remove dust. They will remove all rubbish resulting from their work as soon as each particular operation is finished, and provide a dumpster for this purpose in a location approved by UVM.

Due to the highly sensitive nature of the research at the University, all dust or other airborne contaminants must be adequately controlled so as not to impact buildings in nearby area(s).

Contractors and subcontractors will not dispose of rubbish from the project in UVM owned dumpsters. Contractors will follow any mandatory recycling ordinances of the Chittenden Solid Waste District (CSWD), and are encouraged to use construction materials recycling programs offered by local haulers.

The UVM Contact will work with the Contractor to establish acceptable handling and disposal of all hazardous material generated or discovered in the execution of the work.

Existing UVM recycling and solid waste collection vehicles must be able to access UVM dumpsters and loading docks during all phases of construction and renovation in order to maintain services to buildings under construction and to adjacent buildings. Dumpsters and service areas that belong to UVM are to remain accessible throughout the project and are not to be blocked at any time by construction activity, construction fencing/gates, or construction-related vehicles. The Contractor will use their own waste and recycling receptacles unless pre-agreements have been made with UVM for disposal. The Contractor is responsible for the costs of disposal of materials per the contract agreement with UVM.

The Contractor will show all existing dumpster and recycling pick-up locations within the work limits on the phasing and staging plans submitted to UVM for approval before commencing work. The drawings (phasing and staging plans) are to include a note stating “Notify UVM Solid Waste at 802-656-5731 to remove or relocate any recycling and waste containers”.

The Contractor or Construction Manager must contact the UVM Solid Waste office to remove all nonessential containers (dumpsters, indoor bins, or carts) prior to beginning any site work or installing any construction fencing. If any recycling bins remain in the building, the Contractor is to contact UVM Solid Waste office for their removal.

**Photography**
Photography of UVM facilities is prohibited unless authorized by UVM. Use of photographs in articles and publications, brochures and other printed media may not be done without permission from UVM. Any party seeking authority to photograph UVM facilities must contact the University Communications Office for permission. If permission is granted for photography, the firm benefiting from the photography will give rights of use of the image to UVM, and identify the photo with any registered marks required by the University.

**Small Airborne Objects & Drones**
The Department of Risk Management & Safety must be notified prior to any operation of small airborne objects including, but not limited to balloons, kites, rockets, projectiles, model aircraft, drones, unmanned aircraft, flying toys or similar contrivances used below the federal navigable airspace for conventional manned aircraft. It is to the discretion of UVM to deny or approve use of such objects on their property. Any approved use must be approved in writing prior to operation of the objects and must be in strict compliance with Federal Aviation Administration regulations.

**IV CONTRACTOR RESPONSIBILITY**
The Contractor is responsible for providing to its employees all OSHA and statutorily-required training, for furnishing any appropriate personal protective equipment and for ensuring compliance with OSHA regulations. The Contractor and Contractor’s employees must comply with all UVM work and safety rules, as outlined in this handbook.

UVM is not responsible for directing or supervising the work of the Contractor. University representatives reserve the right of inspecting the Contractor’s work to ensure contract terms are met.

**General Provisions**
The Contractor will provide portable toilets as required by law. Location to be approved by UVM.
The Contractor may use existing water, electric, lighting, and heat in the building or adjacent buildings with approval. The Contractor is responsible for costs associated with extending, removing and re-establishing previous connection if used in the construction area. UVM Contact will coordinate payment for all metered usage charged by the respective utility company.

If required, the Contractor will provide a field office on-site at their expense. The Contractor will extend utilities to the field office at their expense. The Contractor will provide a cellular phone to the superintendent and assistants so they may be contacted. At a minimum potable water, first aid supplies, all required employment postings and required Safety Data Sheets will be provided in the field office at the Contractor’s expense.

Contractors that are working within UVM buildings will not use any of the existing facilities without expressed approval from the UVM Contact. This includes, but is not limited to, food service facilities, locker room facilities and restrooms. Staging areas may also be provided if available. Contractor will not make any assumption regarding usage of space, but will coordinate all space usage with the UVM Contact.

Contractors will not remove or alter any landscaping material, such as trees, shrubs, or grass areas without prior approval from the UVM Contact and the Grounds Department at Physical Plant. A meeting shall be held with the Grounds Manager prior to the start of any project if there will be impact on the campus landscaping. The Contractor is responsible for removal of any landscaping debris from the campus.

The Contractor is responsible for removal of general construction debris from the campus.

**Shipping Instructions**

Materials will be made deliverable directly to the Contractor who is responsible for receiving, unloading, handling, storing and managing materials in an approved manner and place until such time that they are used for the project. This will happen without disruption to the normal course of business at UVM. If the Contractor has not made prior arrangements and materials are delivered to the site without anyone assigned to the above responsibilities, the materials will be returned to the supplier at the Contractor's expense to avoid misplacement or loss of materials and unnecessary disruption.
Interface
The Contractor and Subcontractors will coordinate all their work with the work of other trades and cooperate with all trades so as to facilitate the general progress of safe work.

UVM reserves the right to hire other contractors for any additional work not covered in the specifications and drawings. The Contractor will cooperate with any such other contractors in a reasonable manner.

The Contractor will be responsible for the coordination of all agreed work and for compliance with all codes, laws and local ordinances including noise ordinances. They will also be responsible for seeing that all Subcontractors’ work conforms to job conditions.

Alcohol and Firearms
The University of Vermont intends to provide a drug and alcohol-free work environment. All employees, including those of Contractors, are expected to be in a suitable mental and physical condition while at work.

The use or possession of alcohol, illegal drugs, legal medication not prescribed to the user is prohibited on UVM property. Prescription medication that cautions against operating equipment, dangerous machinery or driving motor vehicles may be used at the discretion of the Site Superintendent so long as all medical and prescription recommendations are followed and safety in the work site and on UVM property is not compromised.

In cases of reasonable suspicion of drug and/or alcohol use, Contractor Employees will be removed from UVM property by the Contractor Site Manager and/or a representative of the Contractor that has equal authority to the Site Manager. UVM reserves the right to raise these issues of concern and the Contractor is required to offer a plan of identifying and addressing the issue to the UVM Contact prior to the employee returning to the site.

Dangerous weapons, including firearms, bows and arrows, and knives with a blade length greater than 3” are prohibited on UVM property.

V EMERGENCY PROCEDURES
Contractors working on UVM premises are responsible for having a written site-specific emergency contingency plan that encompasses all aspects of effectively managing an emergent situation be it fire, explosion, environmental, chemical or medical emergency. These plans must be integrated with existing UVM
emergency plans that pertain to the affected area; information about these plans is available from the Department of Risk Management and Safety through the UVM Contact.

Contractors working within UVM facilities that are fully operational are required to have a plan that calls for responding to on-site emergency evacuation alarms. Contractors that evacuate a UVM facility during an emergency are responsible for accounting for all of their own personnel and reporting immediately to their project coordinator and the emergency coordinator on-site.

Written site-specific emergency contingency plan must be reviewed when and if the effectiveness of the plan is jeopardized by the progression of the work in the scope of the project. Written plans will be altered as necessary to maintain effectiveness. Updated plans and training will be provided to all concerned parties.

**Alarms and Evacuations**

Contractors are responsible for providing and identifying an adequate number of alarming mechanisms and evacuation routes such that all personnel can be alerted, evacuated and accounted for in a timely manner during an emergency. Such plans are to be outlined and provided in writing to the UVM Contact and shared by the Contractor with all personnel on-site. The plan will be updated by the Contractor as the project progresses if the evacuation routes change significantly.

**First Aid, Emergency Medical Response & Blood Borne Pathogens**

Contractors will provide their own first aid supplies, care and medical emergency response at their own expense. Contractor needs to meet requirements for First Aid/CPR and BBP training per OSHA. UVM Contact will ensure that emergency vehicle access to the site is adequately maintained for existing buildings. The Contractor will ensure access for emergency vehicles for new construction projects until the building is commissioned to UVM. The Contractor is responsible for the appropriate disposal of bio-contaminated waste to prevent the mishandling of potentially infected materials and the spread of blood borne pathogens.

**Hazardous Material Releases**

In the event of a release of hazardous materials that poses imminent threat to safety or the environment, Contractor must take immediate actions that should be identified in their contingency plan:

1. Evacuate area(s), cease operations, and shut off ignition sources as necessary;
2. Call 911 if there is a gas leak, threat of fire or threat to public safety;
3. Contain the release only if properly trained and equipped (consult SDS);
4. Contact Department of Risk Management & Safety to coordinate clean-up and return to normal operations; and
5. Report to Vermont Emergency Management and/or Department of Environmental Conservation as necessary (see below).

Clean-up and restoration costs are the responsibility of the contractor. UVM retains the right to contact State and municipal agencies on contractor’s behalf.

All discharges or releases must be reported to the Vermont Department of Public Safety Emergency Management Division at (800) 641-5005 immediately (24hrs/day) if a discharge of hazardous material poses a potential or actual threat to human health or the environment, or exceeds 2 gallons. All discharges and releases of hazardous materials of any quantity must be reported immediately to the UVM Department of Risk Management & Safety.

VI INCIDENT REPORTING
The Contractor is responsible for their employees on-site at all times. Contract employees are not to be on UVM property without Contractor supervision provided. In the event of an incident, Contractor employees are to report directly to their on-site supervisor.

All incidents (near misses, accidents without an injury, non-recordable injuries and recordable injuries) are to be reported by the Contractor to UVM. The Contractor is responsible for all recordkeeping and insurances pertaining to the incidents that their employees have on-site.

VII FIRE PREVENTION
In effort to minimize the risk of fires, hot work permits are required for activities involving burning, welding, grinding, flame or spark producing operations or any work utilizing flammable substances (such as gasoline, kerosene, paint thinners or other liquid with a flashpoint of 110 degrees F – see SDS). The same consideration of risk for a fire hazard must be given to operations whether work is taking place on the inside or the outside of the structure.

Contractors are responsible for managing the hot work permitting process, training employees to maintain access to all emergency equipment and exits, and establishing an emergency evacuation plan in case of a fire. The contractor will notify the UVM Contact prior to performing hot work.
Extinguishers
Contractors must provide extinguishers suitable in type, number and location given the fire hazards associated with the job as required by OSHA. Extinguishers must be maintained by the Contractor monthly, when used and when damaged. All extinguishers must be free and clear from obstruction at all times.

Contractors working within UVM buildings are authorized for emergency use of facility fire extinguishers provided that the individual has received training prior to use. If the Contractor is performing work within a UVM facility that requires having an extinguisher nearby (i.e. welding), then the Contractor will not use a facility extinguisher, they will provide their own extinguisher for the duration of the work.

Contractors are responsible for training employees on the safe use and handling of fire extinguishers.

Should a Contractor have reason to discharge a UVM fire extinguisher in case of an emergency, the Contractor will report having used the extinguisher immediately to the UVM Contact as well as the circumstances surrounding the need to use the extinguisher.

Fire Protection and Fire Alarm Impairments
Any work that requires any part of a fire protection system or fire alarm system to be shut down will be coordinated with the UVM contact. Notification must be made to monitoring points (UVM Police Services and Burlington Fire Department). UVM contact will coordinate notifications and the completion of any required permits.

System impairments are to be kept to the minimum duration required. The Contractor is responsible for ensuring all systems are restored at the completion of the work (if work is completed within one shift) or at the end of each affected work day. This includes the closing of fire doors that may have been required to be kept open to perform work during the work day.

Combustible Material Storage
Whether inside or outside, combustible materials storage will be a minimum of 35 feet away from the point of operation from any hot work. When there is not a minimum of 35 feet clearance available, then the materials will be moved to another location within the site. If the combustible materials cannot be moved, then they will be shielded from the hot work.
When storing combustible materials, take care to stack for stability and never exceed a height of 20 feet. UVM requires that stacks be no closer than two feet from sprinkler heads.

**Flammable and Combustible Liquids**

Storage of flammable and combustible materials must be contained. Flammable and combustible liquids stored outside must be kept in an approved, contained storage area, remote from general access or traffic. Inside storage requires approved, rated flammable storage cabinets.

While in use or in storage, flammable liquids will be kept in their original containers, safety cans (with flame arrestor/self-closing caps) or approved tank/drum dispensing installations. Signs will be posted in accordance with NFPA standards.

When dispensing flammable liquids, containers must be grounded and bonded to prevent the generation of sparks.

**VIII SAFETY**

**Laboratory Work**

Due to the risks of working in UVM laboratories without being properly trained in hazard recognition, UVM requires all Contractors that will work in functioning and/or transitioning laboratory environments to meet with the UVM Contact to schedule training through the Department of Risk Management and Safety prior to beginning work.

General points to remember while working in the laboratories at UVM:

- Each Laboratory door will have a sticker with the names and phone numbers of contact people for that specific lab as well as an indication of the hazards associated with the lab. If this information is missing from the laboratory door, the Contractor will call the UVM Contact or the Laboratory Supervisor prior to entering the lab.
- Due to the nature of the research being conducted, the UVM Contact is responsible for coordinating work schedules with the Laboratory Supervisor prior to work beginning. If a Contractor arrives at a laboratory where the occupants have not been notified, the Contractor will not enter the lab prior to calling the UVM Contact to confirm the completion of the Laboratory Clearance Form and approved work schedule.
- Know the types of potential hazards specific to the laboratory that will host
the work. Consider chemical, biological and radiological hazards.

- When entering cold/warm room environments, be especially aware of mold contaminant issues. If any mold contaminant issues are discovered, notify the UVM Contact immediately and wait to work in that area.
- Know the location of the nearest safety shower and eyewash station. In case of a spill, abandon all contaminated clothing and equipment and avoid spilled materials. If chemicals are splashed in the eyes or on the skin, immediately rinse the affected area with water for 15 minutes. Report the incident to the Contractor supervisor and the UVM Contact. Seek medical attention according to Contractor policy.
- Entry to a laboratory may be denied to anyone not wearing appropriate clothing and personal protective equipment. All Safety and gowning requirements for each laboratory will be followed by all Contractors.
- Fume hoods must always be considered to be chemically contaminated due to the nature of the work for which they are used. Therefore, Contractors are expected to follow the Standard Operating Guidelines for Entering Laboratory Exhaust Systems to perform an adequate hazard assessment and risk management plan prior to entering the system. PPE must be selected appropriately based on the work formerly performed in the fume hood. PPE requirements will be determined by the Laboratory Supervisor and communicated by the UVM Contact to the Contractor who is responsible for meeting the requirements. All work involving removal of transit or other asbestos from fume hoods must be coordinated with the UVM Contact and the UVM Training and Compliance Office.
- “Hidden hazards” may go undiscovered until renovations are underway. These may include finding broken glass, needles, or small amounts of mercury metal in drain traps or under cabinets. As mentioned above, the inside of a fume hood should always be considered to have some contamination. If any of the above is discovered, immediately call the UVM Contact prior to continuing the course of work and wait for instructions.
- Eating or drinking in the laboratory environment is not permitted. Hand washing practices (before entering/exiting the lab and while working based on the work being performed) is required.

**Radioactive Material**

Radioactive materials are labels with a yellow symbol. Contractors will not handle, move or work in the immediate area where radioactive materials pose an exposure risk. To have materials removed from the work area; the Contractor will call the UVM Contact who will arrange for removal of potentially hazardous radioactive
materials. In the event of a spill, the Contractor will contact the Radiation Safety Office. The Contractor will also notify the UVM Contact.

Hazard Communication
The Contractor will provide a chemical list to the University inclusive of all chemicals that will be brought onto UVM property and indicate the largest quantity of each chemical that will be on-site at any given time. Additionally, the Contractor will supply a current Safety Data Sheet for each chemical on the list.

The Contractor will ensure that all of their employees have been trained in how to read an SDS and interpret the information to determine the chemical hazards, handling procedures, required personal protective equipment and storage requirements for all chemicals that they will be working with while on UVM property.

Contractor chemicals will be kept in suitable primary and secondary containers with legible, accurate and complete labeling information that satisfies the current OSHA standard.

The UVM Contact will apprise contractors of the chemicals which are property of the University that are in the working area. The location of SDS information for University owned chemicals will be made know to the Contractor by the UVM Contact.

Personal Protective Equipment (PPE)
All personal protective equipment will be supplied at the expense of the Contractor to each of their employees. The Contractor is responsible for enforcing the use of required PPE.

Head protection is required while working within designated construction sites at UVM, while working in facilities within barricaded areas or where there are low-hanging obstructions and/or overhead work is being performed. Hard hats must be plastic, unaltered, unpainted and meet ANSI requirements. Suspension system must be fully intact. All hard hats will identify the name of the Contractor for whom the employee is working.

Eye protection in the form of safety glasses is required at all times while within a designated construction site at UVM and/or while the Contractor is working on UVM premises. Dark-tinted glasses are not permissible while performing inside work. Employees requiring prescription lenses will be required by the Contractor to maintain ANSI-approved frames, lenses and side-shields.
Face shields are to be worn in addition to safety glasses while Contractor employees are performing grinding, chemical handling or welding activities. Face shields must attach directly to the hard hat being worn and/or be specifically designed for the work being performed as in welding.

Foot protection is required at all times while Contractor and their employees are working on UVM premises. Protective footwear must be rated for the work being performed and be in sound condition.

Hearing protection is required while working in or around areas where the noise level exceeds acceptable limits per the OSHA standard.

Hand protection of an adequate type and size will be used by Contractor employees while performing tasks that have the potential to cut, puncture, burn (thermal or chemical), or bruise. Di-electrically tested rubber gloves are to be used on all power line work and where there is the potential for contacting energized circuits (as in concrete breaking, drilling, excavating, etc.). DO NOT wear gloves while using equipment where the gloves could become entangled such as in a saw, lathe, drill, etc.

Clothing worn on UVM sites must satisfy the requirements for ANSI 107 High Visibility Apparel when applicable. Clothing for all Contractor employees must be worn such that loose, frayed or over-sized materials are not at risk of becoming entangled in the work to be performed. Work shirts will have short, finished sleeves, be worn tucked-in. Contractor employees working on a construction site will have work pants that extend below the ankle. Shorts, muscle shirts, tank tops and sandals are prohibited on construction sites and when performing construction work within UVM facilities.

Protective clothing must be provided as necessary to the employee by the Contractor to include but not be limited to welding sleeves, welding chaps, chemically resistant coveralls, etc. Additionally, all protective garments must meet the NFPA 70E standard requirements when applicable.

Some Contractors may be providing services to facilities that have “clean areas” with required gowning procedures including coveralls, gowns, masks or other protective gear. All designated gowning requirements will be strictly observed by all Contractors. UVM will make gowning available for Contractors working in “clean areas”.
Respiratory Protection
If the risk assessment indicates that it is warranted, the University recommends use of a respirator by all Contractor employees when working on roofs with laboratory fumehood exhaust stacks less than 8 ft. tall, or when working on existing fumehood fans. Contractors are expected to work together with the Department of Risk Management & Safety and to follow the UVM Standard Operating Guidelines for Entering Laboratory Exhaust Systems in order to adequately assess and control exhaust risks while working in or near affected areas.

Additionally, Contractors are responsible for ensuring that their employees are following all respiratory protective requirements per the risk assessment and the SDS for the work that they are working with on-site.

Equipment Integrity and Inspections
The Contractor is responsible for supplying the tools, equipment and extension cords that they need. All tools and equipment are to conform to all OSHA standards and be operated as designed by the manufacturer.

Ground fault circuit interrupters (GFCI) must be used with all corded equipment, power tools must be double-insulated and have approved grounding plugs. Power tools must be operated and stored with the guards or shields with which they were designed. Contractor must inspect all tools and equipment for integrity and safety of use. Defective tools will not be used on any UVM job site. UVM reserves the right to inspect and decommission any tools or equipment found to be unsuitable for operation on their premises.

Gas-powered tools will not be used inside a UVM facility or within 25 feet or near air intake or open door or windows unless authorized by the UVM Contact in charge of overseeing the project.

Demolition and Deconstruction
Contractors hired by UVM to engage in this highly specialized activity will be trained and qualified in demolition procedures. These will be the only Contractors that will engage in demolition activities. UVM reserves the right to dismiss any non-designated Contractor found engaging in demolition activities.

Contractors who oversee and perform demolition activities will coordinate a thorough needs and risk assessment in conjunction with the UVM Contact.
A written plan will be prepared by the Contractor and submitted to the UVM Contact detailing the hazards of the operation (including any remediation for asbestos and/or lead), safety equipment to be used in addition to normally required PPE and the methodology that assures the protection of nearby people and property during the demolition and/or deconstruction process. The plan for barricading the site from unauthorized personnel and managing the demolition hazards will be reviewed before work begins. The Contractor must receive approval from the UVM Contact PRIOR to beginning the demolition work.

Contractors will follow the LEED building rating system program (Leadership in Energy & Environmental Design) for recycling of demolition materials, details to be provided by the UVM Contact.

**Excavation Activities**

The Contractor will satisfy all of the requirements below by way of completed form and visual inspection from the UVM Contact.

**Vermont statute (Title 30, Chapter 86) requires that all excavators notify appropriate utility companies prior to excavation.**

The Contractor performing excavation will contact New England Dig-Safe at 1-888-DIGSAFE (1-888-344-7233) a minimum of 72 hours (excluding weekends and holidays) before any excavation or earth penetration activities are scheduled to be performed. Failure to do this will make the Contractor liable for any and all costs associated with a utility disruption.

The Contractor will follow all Digsafe rules and is encouraged to photograph markings before digging to document the marked conditions. Photography will be pre-approved by the UVM Contact and be limited to the purposes of ensuring safety during the excavation process.

All excavations will be maintained by the Contractor. Appropriate sloping based on soil type, suitable placement of the spoils pile, and proper use of approved trench boxes to be maintained as required. Before any employee enters a trench, all sloping and shoring provisions will be met. For any excavation four feet or greater in depth, ladder means of access and egress will be no more than 25 feet walking in any direction.

If there is any concern of air quality posing hazards due to lack of oxygen or presence of hazardous gases, then entering the space will be treated as a confined space entry.
**Forklifts and Lifts**

If any Contractor uses a UVM forklift/lift, it must be approved by the UVM Contact in charge of the project prior to its use, inspected by the Contractor and subject to the terms outlined in the Indemnification Agreement.

If any Contractor’s forklift/lift is brought on-site, it is required to be in proper operating condition as per the applicable OSHA Standard and the manufacturer’s requirements. Lift trucks must be equipped with seat belts and horns. Backup alarms are required.

All Contractors who operate a forklift/lift must be trained and authorized in its use. Any employee found operating a forklift/lift without a license and/or the ability to document licensure and training current within the last three years will be reassigned. Upon reassignment, the individual will be replaced by the Contractor with an employee that is trained and authorized to perform forklift/lift operations as assigned.

**Fall Protection**

The duty to have fall protection differs between general industry and the construction industry. Contractors at UVM are required to observe the standards which apply to the work they have been contracted to perform. Construction sites on University premises will provide a means of fall protection for all fall hazards of six feet or more.

Contractors will meet the requirements to have fall protection in either working environment by using the most effective means of guarding the fall hazard whether it is a guardrail system, safety net system, personal fall arrest system, positioning device system or a warning line system. Any system used must be designed to address the fall hazard effectively and meet the OSHA requirements outlined for the specific type of fall protection system. UVM considers the use of safety monitors to be the least effective means of fall protection. UVM reserves the right to deny a contractor or subcontractor the option of using safety monitors as a means of fall protection based on the scope of the work as defined by the contract. Where safety monitor systems are permitted, a written plan must be approved by the UVM contract prior to the work beginning. If at any time once the plan is approved and work begins, the safety monitor system is found to be non-compliant, UVM reserves the right to stop work immediately and to replace the contractor if deemed appropriate.
The use of Body Belts is prohibited on UVM property in accordance with the OSHA provision of January 1, 1998 to the Fall Protection Standard.

All equipment required for the fall protection system of choice will be provided by the Contractor. Worn, damaged, defective or otherwise compromised equipment will be identified daily through visual inspections and replaced immediately at the Contractor’s expense.

**Scaffold Erection**

The Contractor is responsible for having scaffold erection supervised by a “competent” person that will be required to plan and inspect the assembly process, assess that the load rating requirements for the work to be performed are met by the structure, evaluate the need for and feasibility of fall protection during the scaffold erection process and to inspect the completed scaffold prior to use. All scaffold assemblies regardless of type must meet all OSHA requirements.

Scaffold must be inspected on a daily basis prior to use by the Contractor and/or their designated “competent” person. The scaffold will not be used until repaired if it is found that any ground supporting the scaffold or any component of the scaffold itself has suffered a loss of structural or supportive integrity since it was last used. Scaffold that is discovered to be unsafe between inspections and/or while in use must be dismounted, tagged and repaired prior to continued use.

Scaffolding greater than six feet in height must be equipped with handrails, midrails, toe boards, and deckboards. Scaffold planks must extend a minimum of six inches but less than eighteen inches over the end supports. All scaffold boards are to be cleated on each end of the scaffold and be of OSHA marked scaffold-grade lumber. The Contractor is responsible for ensuring that the load rating is not exceeded at any point while the scaffold is in use.

The Contractor must provide an access ladder or the equivalent for all scaffolds. Climbing the side of scaffolding is not permitted.

**Cranes and Hoists**

The Contractor will provide evidence and documentation of training for individual employees assigned to work on crane and hoist equipment. The Contractor will comply with the manufacturer’s specifications and limitations applicable to the operation of equipment. If specific information is not available pertaining to
the work to be performed, then the Contractor will be responsible for hiring a qualified engineer competent in this field to determine equipment limitations. Either means of determining equipment limitations will be documented and maintained on file for reference. Likewise, attachments used with cranes will not exceed the capacity, rating, or scope of use recommended by the manufacturer.

All machinery and equipment will be inspected prior to each use, and during use, to make sure it is in safe operating condition by a competent person designated by the Contractor. Any deficiencies will be repaired, or defective parts replaced, before continued use.

Hand signals to crane and derrick operators will be taken directly from the ANSI standard for the type of crane in use and an illustration of the signals will be posted by the Contractor at the job site.

Rated load capacities, recommended operating speeds, special hazard warnings, and instruction, will be posted on all equipment and instructions/warnings will be visible to the operator from the equipment control station.

Adequate clearance will be taped-off and maintained between moving/rotating structures of the crane and fixed objects. All employees on-site will be kept clear of suspended loads or those about to be suspended.

**Ladders and Stepladders**
Fiberglass ladders and stepladders are the recommended and preferred choice for use on UVM property. Regardless of material choice, the Contractor is responsible for ensuring that all ladders and stepladders are inspected before each use, removed from the site if unsafe and used as intended by the manufacturer.

Additionally, the Contractor will provide that all ladders and stepladders are of the necessary load rating and height required to reach work to be performed without using the top three rungs of a straight/extension ladder or the top two steps of a stepladder. All ladders and stepladders will have solid footing when placed in position for work. Straight/extension ladders will be positioned such that the top three rungs (36 inches) are above and tied to the supporting surface at a 4:1 rise to run ratio. Stepladders will be fully opened with braces locked into place prior to mounting.

**Electrical Safety-Related Work Practices**
The Contractor will provide that only qualified electricians will be authorized
to work on electrical tools, equipment or circuitry. UVM reserves the right to immediately discharge any employee that is not a qualified electrician if found working on electrical equipment or processes. All electrical work, installations and required PPE will conform to the highest and most stringent requirements of the National Electric Code, NFPA 70E, OSHA and ANSI standards.

Additionally, the Contractor is responsible for ensuring that all employees follow the basic premises of electrical safety including but not limited to the following:

§ All cords, cables, wires, tools, equipment and lighting will be fully insulated, free from any damage and hung/installed temporarily and/or permanently in a means that meets the intended use and protects components from damage.

§ All temporary and/or permanent panel boxes will have covers installed at all times, that are locked unless in use by a qualified electrician, have breaker spaces that are covered and be fully labeled. Any panel box found in need of parts, labeling and/or repairs will be addressed immediately by the Contractor directly if within the scope of their work or by notifying the UVM Contact.

§ Any tool, cord or equipment found to be defective, damaged or missing a grounding plug will be immediately destroyed by cutting the male plug end from the cord.

§ Any employee having the need to work on corded or hard-wired tools or equipment within the scope of their qualifications will first de-energize the tool/equipment to eliminate the risk of an unanticipated release of energy following all requirements outlined in the OSHA standard for the control of hazardous energy.

**Control of Hazardous Energy – Lockout Tagout**

All hazardous energy sources with electrical, chemical, thermal, pneumatic, hydraulic, and mechanical potential must be locked and tagged out, released of stored energy and tested for safety prior to performing work activities such as but not limited to installing, erecting, maintaining, inspecting or troubleshooting. Contractors must work with University personnel and fellow contractors when de-energizing equipment. Contractor is responsible for providing their own locking and tagging devices.

Individual locks must be used to secure energy-isolating devices (circuit breaker, disconnect, valve, blind, etc.) Group lockout may be used in accordance with the
OSHA standard. Locks must be individually keyed for each contractor employee. Proper identification including the employee’s name and company name will be affixed to the lock by a “Danger - Do Not Operate” tag.

All Contractor employees working on a process or piece of equipment must affix their individual locks to the energy-isolating device. Locks may be removed only by the individuals applying them. Energy control must be verified before working on equipment or processes. An attempt to start the equipment or the use of measurement instruments are examples of verification.

All lockout devices are to be removed promptly by the lock owners after work has been completed and all required notifications are made to affected employees. In the event a Contractor’s employee lock must be removed because the employee is not available to remove the lock, then this lock removal will be coordinated through the Department of Risk Management and Safety, the UVM Contact and the Contractor. Contractors found to be removing locks/tags that belong to someone else are subject to immediate dismissal from the project.

**Welding, Cutting, Brazing and Hot Work Permits**

The Contractor will supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition. Strict adherence to UVM Hot Works Policy is required. A copy can be obtained from the UVM Contact.

The Contractor will maintain a 35 foot clearance from combustibles in the area that has hot work taking place. A fire watch will be assigned to minimize the risk for slag passing through floors, walls and/or ceilings which could start fires in other areas or in concealed, combustible spaces.

Prior to authorizing hot work, the UVM Contact and/or their designee is responsible for inspecting that authorized personnel will be performing the work and that the necessary pre-work preparation has been performed. The Contractor is responsible for ensuring that no hot work takes place without this inspection/authorization.

A Hot Work Permit is made out for each separate job and specific location. A permit will not be made out for a general location (i.e. miscellaneous jobs-#8). Multi-shift work requires the re-authorization of the permit no less than once per day.

The original copy of the permit is to be sent to the UVM Contact who will forward a copy to the UVM Fire Marshal.
Compressed Gas Cylinders
The Contractor is responsible for working with UVM Contact to ensure that cylinders are stored in an approved location with a minimum of 20 feet separating oxygen cylinders from fuel gas cylinders and combustibles. All cylinders will be clearly labeled for content and “No Smoking” signage will be posted in all designated storage areas. Valve protections caps will be secured in place when cylinders are not in use. Cylinders will be secured either in designated storage place or to an approved carrier.

Confined Space Entry
Contractors and their employees will work with the UVM Contact PRIOR TO ARRIVAL to determine if any spaces they will enter during the course of their work are PERMIT-REQUIRED CONFINED SPACES as defined and regulated by VOSHA.

In the event that Contractors are required to perform work in a confined space, the following procedures must be followed:

The Contractor is to be informed that the workplace (in which they will be performing work) contains confined spaces. Confined space entry is allowed only through compliance with OSHA Standard 1910.146 and the UVM Confined Space Program, which is available for review upon request from the UVM Contact. The Contractor will assume responsibility for maintaining safety until the vessel is returned to UVM supervision.

The UVM contact will apprise the Contractor of the elements, including the hazards identified and/or our experience with work performed within the space, and the reason(s) UVM has classified this space as a confined space.

The Contractor is to be apprised of any precautions and/or procedures that UVM has implemented for the protection of employees in or near confined spaces where the Contractor’s personnel will be working, including specific lockout procedures and air monitoring.

Entry operations are to be coordinated with the Contractor and the UVM Contact when both UVM employees and Contractor personnel will be working in or near confined spaces, as required by the standard. Once the entry operations have been planned and coordinated, the Contractor is responsible for supplying all permits and equipment required to perform the entry safely and in accordance with the regulation.
Communication between the Contractor and the UVM Contact will immediately follow the conclusion of the entry operation regarding how the confined space program was followed and any hazards confronted or created during entry operations. Original copies of the Confined Space Permit will be made using the forms provided by the UVM Contact and be returned completed to the UVM Training and Compliance Office to be maintained on-file for a period no less than one year or until the construction project is completed, whichever is longer. This will allow UVM to continuously improve upon confined space entry procedures.

**Barrier Tape**

Any use of barrier tape shall be kept to an absolute minimum and must block off only the immediate work area where the hazard may exist.

Yellow “Caution” tape is used as a caution to warn employees of potential hazards such as construction in progress, minor slip or minor fall hazards, etc. **Yellow caution tape may be crossed – only after fully understanding the potential hazards.**

Red “Danger” tape is used to warn of serious danger such as: blasting, chemical release, work overhead, structural integrity concerns, etc. **Red “Danger” barricade tape shall not be crossed.** On the rare occasion that a passerby must pass through that area and has the agreement of the Contractor and/or the UVM Contact overseeing the job, the red tape should be taken down to allow passage only after the passerby has donned the required personal protective equipment and only while said passerby is going through the area. Barrier tape must be replaced immediately.

Any use of red or yellow barrier tape, must include a sign posted on the tape in the most conspicuous place specifying the hazard that exists and the contact person. More than one sign may be necessary. The sign is not required if safety attendants are also required, such as with blasting operations or floor openings.

All barrier tape will be promptly removed and disposed of when the hazard no longer exists.

**IX ENVIRONMENTAL**

The Contractor will provide temporary environmental controls as required by authorities having jurisdiction including, but not limited to, erosion and sediment control, dust control, secondary containment, noise control, and pollution control.
All existing fluorescent light bulbs to be replaced or removed will be delivered unbroken to the UVM Contact. Containers for bulbs are available at no charge and will be provided and removed once used by the UVM Contact.

The Contractor will be responsible for any costs associated with improper handling or disposal of these items in the Contractor’s care.

**Chemical Management**
The Contractor is responsible for utilizing SDS to determine plan for chemical management for all materials that will be brought on-site. The plan must be approved by the UVM Contact. At a minimum, the plan will include: right-to-know training requirements (including all pertinent PPE information), storage requirements, handling guidelines, compatibility warning information/postings, disposal requirements and spill response plan.

**Air Quality**
The Contractor will take all reasonable steps to maintain air quality both in the immediate area as well as in the areas surrounding where the work is taking place. The Contractor will establish a plan for review by the UVM Contact to address various conditions that may have an adverse effect on indoor or outdoor air quality. At a minimum, the plan will include an explanation of the work that will be happening, how it will affect the air quality, the steps that will be taken by the Contractor to minimize the air quality impact, how long the work/effects will last and the communication plan for informing affected UVM employees and other contractors a minimum of 48-hours in advance of planned impact.

Contractors responsible for conducting any work that will affect the indoor air quality (painting, re-surfacing, welding, etc.) or outdoor air quality (dust control, use of generator for power, etc.) will verify that a plan is in effect and follow the agreed upon guidelines. Whenever possible, steps will be taken by the Contractor to minimize air pollution. For example, the use of supplied electrical energy with extension cords will be used preferentially to gas-powered generators, steam heat rather than propane heaters, etc.

**Storm and Sewer Waters**
The Contractor is responsible for following all local, state, federal and UVM guidelines for managing both run-off and disposal of materials that could adversely affect the environment through storm water contamination.

Permitting must be coordinated with the UVM Contact and the Campus Planning Office prior to any soil disturbances and strictly adhered to throughout the entire scope of the project.
The Contractor is responsible for pre-arranging a rinse station for concrete waste with the UVM Contact. If no rinse station has been identified with the UVM Contact, then concrete trucks will not be rinsed on UVM property.

UVM has a Drain Disposal Policy that requires the capture of chemicals prior to their potentially contaminating the sanitary sewer system. Call the UVM Contact for more information. Do NOT pour chemicals or waste down the drain.

**Solid Waste**

UVM makes every effort to reuse and recycle all viable materials from both operational facilities and new construction sites. Contractors are responsible for working with the UVM Contact to devise and communicate a plan to all contracted employees to support this effort and minimize the generation of solid waste.

**Hazardous Waste**

Contractors that bring hazardous materials onto UVM property and/or generate a hazardous waste product while on-site are responsible for removal of the waste according to state and federal requirements. The Contractor will provide UVM Contact with a list of all hazardous waste that they have had on the premises, quantities of each waste and the means of disposal used to remove the waste from the site. This list will be provided to the Department of Risk Management & Safety.

**Asbestos**

New Asbestos Containing Materials:
Asbestos Containing Materials (A.C.M.) are prohibited from use on University of Vermont Property. The Contractor will not permit the use of such materials for either permanent or temporary purposes and will be fully responsible for all costs to abate such materials if they do become incorporated into the work.

Existing Asbestos Containing Materials:
The Contractor will not disturb any existing Asbestos Containing Materials (A.C.M.) that have been identified prior to construction or materials suspected of containing asbestos. The Contractor will be fully responsible for any and all costs incurred by the University for cleanup and abatement of A.C.M. they disturb. When a material is unknown, request direction before proceeding from the UVM Contact.

**Lead**

The Contractor will follow the procedures set forth in the specifications and as required by all applicable laws and regulations for disturbance of materials containing lead as identified by UVM. The Contractor will work together with
the UVM Contact and the Training and Compliance Office to determine the required procedures for working near and disposal of lead containing materials. All procedures will be determined prior to beginning work. If lead containing materials are discovered after the work has begun, affected work activities will be suspended until the UVM Contact and the Training and Compliance Office determine the required procedure for continuation of the work.

Failure to comply with this procedure may lead to the Contractor assuming financial responsibility for lead contaminated materials, their disposal and/or replacement.

Mold
UVM through the Training and Compliance Office follows the EPA recommendations for mold remediation including the prevention, investigation, evaluation and remediation of moisture as well as mold. If mold or moisture that could result in mold is identified by the Contractor, they will immediately notify the UVM contact and wait for the area to be assessed by the UVM Training & Compliance Office prior to continuing work.

DEPARTMENT OF RISK MANAGEMENT AND SAFETY
MISSION STATEMENT

The Department of Risk Management and Safety provides the campus community, including staff, faculty, students and visitors, with the support, advice and leadership necessary to maintain a safe, healthy campus; to minimize liabilities; and to protect the University’s assets. This is done through a comprehensive risk identification process and by providing effective risk financing, sound claims management, health and safety support services, and regulatory compliance assistance.

The University of Vermont and the Department of Risk Management and Safety thank you, the Contractor, for supporting our safe and healthy working, living and learning environment by complying with the policies, procedures and expectations outlined in this handbook.

WELCOME
TO
THE UNIVERSITY OF VERMONT
Contact Phone Numbers

Emergency

“911”

Service Operation Support*: 656-2560
(press “1” to page)
*to reach RM&S or TCO w/urgent matters

Physical Plant Training & Compliance Office 656-7233

Risk Management & Safety 656-3242

UVM Solid Waste Office 656-5731

UVM Police Services 656-3473