University of Vermont Contractor Handbook
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UNIVERSITY OF VERMONT CONTRACTOR HANDBOOK

I. SAFETY COMMITMENT
Safety and regulatory compliance is of primary importance at the University of Vermont (UVM). All Contractors and their employees must provide and maintain a safe working environment at UVM for both themselves and for members of the community.

II. OVERVIEW
The purpose of this handbook is to provide a basic outline of the environmental, health, and safety expectations and University policies based on government standards and the business needs of the University. 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 and may be removed from the project and required to leave campus. 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 that includes activities such as constructing, erecting, installing, repairing, demolishing, remodeling, engineering, landscaping, 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.

This 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 safety requirements in addition to those set by regulatory agencies. Contractors are expected to comply with the requirements set by UVM and the requirements set by regulatory bodies as a means of meeting their contractual obligations. The University will exercise the right to have contractors, subcontractors, or individuals removed from projects if severe and/or chronic non-compliance is an issue.
Summary of Roles and Responsibilities

It is the responsibility of the UVM contracting party or Project Manager, 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. 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 is also responsible for the dissemination of any relevant information obtained about the project to all affected UVM employees and the UVM Department of Risk Management and Safety.

The Contractor is responsible for meeting all federal, state and local regulations for all entities governing the work to be performed. It is the explicit responsibility of the Contractor to train and educate their employees in these subjects prior to working at UVM. 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.

The Contractor is responsible for ensuring all subcontractors conduct work in accordance with relevant safety and health regulations. UVM reserves the right to require the Contractor to invite Project WorkSAFE on site to ensure that all aspects of the project comply with relevant health and safety regulations.

The Contractor is required to have a written Safety Plan that addresses all worksite hazards and associated regulatory standards that fall within the scope of the project. The Safety Plan must be made available to the UVM Contact for review upon request. To ensure the Safety Plan includes all information required by UVM and regulatory health and safety standards, the Contractor must complete and submit the Environmental Health and Safety Checklist to the UVM Contact prior to beginning work as outlined in the Safety Requirements section of the UVM Specification Document. A completed Checklist must be submitted to the UVM Contact for each contract. The Checklist must address all of the known and anticipated hazards associated with the project. The Contractor must
submit a revised Checklist if new hazards are introduced or if the scope of the project changes.

Staff in the UVM Department of Risk Management and Safety, Physical Plant Department, Facilities Design & Construction, or UVM Police Services are empowered to inspect any contractor activities on the UVM campus at any time. They are able 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. The UVM Contact reserves the right to have the contractor employees escorted off site if found in violation of the following policies. The UVM Contact is responsible for following up with the Contractor when made aware of any breaches in contract or safety regulations.

Training
To ensure full awareness of basic regulatory compliance requirements, all contractor and subcontractor employees working on UVM property are required to complete the Occupational Safety and Health Administration (OSHA) 10-Hour Training for construction or general industry, as appropriate, and on-site Contractor Management Personnel are required to complete the OSHA 30-hour Training. Training records must be made available to UVM upon request. If a person is on-site without the appropriate training, they may be required to leave immediately. This Handbook does not replace training requirements and/or written programs or policies required by local, state, or federal agencies, or by UVM.

III. UVM POLICIES

Access to Premises and Buildings
The Contractor is responsible for their employees on-site at all times. Contractor employees are not to be on UVM property without supervision. Contractors 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, elevators, food service
facilities, locker room facilities, and restrooms. The Contractor will coordinate all space usage with the UVM contact and will not make any assumption regarding usage of space.

All UVM building keys are kept in the Physical Plant Department's Lock Box located at the South Entrance of 284 East Avenue. The UVM Contact will process the necessary paperwork with Physical Plant to ensure the Contractor has access to the Lock Box or to the worksite location. The Contractor must return all building keys to the Lock Box at the end of each workday. Building loading docks, service areas, and dumpsters 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. Services to buildings under construction and to buildings adjacent to construction areas may not be disrupted by Contractor activity.

**Barrier Tape**

Use of barrier tape shall be kept to a 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 personnel 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 and precautions.**

Red “Danger” tape is used to warn of serious danger such as: blasting, fall hazard, chemical release, work overhead, structural integrity concerns, etc. **Red “Danger” barricade tape shall not be crossed** unless the worker has donned the required personal protective equipment or the hazard is controlled another way.

Any use of red 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.
Drugs, 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, and medication not prescribed to the user is prohibited on UVM property. Use of prescription medication that cautions against operating equipment, dangerous machinery or driving motor vehicles is 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. The University 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, including personal vehicles on UVM property.

Harassment and Sexual Harassment Policy
Contractors will make all employees working on UVM projects aware of the UVM Harassment Policy written below. Violation of this Policy by any individual will 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.

Any Contractor or subcontractor employee involved in any form of harassment or sexual harassment will be dismissed immediately and the Contractor held liable for all costs associated with mitigating the incident.

**Identification**

All personnel employed by contractors, including subcontractors, suppliers, engineers and consultants, 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 UVM Contact will assist the Contractor in obtaining identification badges. The cost of this badge will be the responsibility of the Contractor. Lost or stolen badges must be reported to the UVM Contact. Contractor employees will present and/or submit their ID card to any UVM employee upon request. Any Contractor noted as not having identification badges will be reported to the UVM Contact and/or UVM Police Services.

**Parking and Traffic Rules**

The UVM Contact will refer the Contractor to the UVM Transportation and Parking Services for information regarding parking permit needs and UVM traffic rules. Contractors, their employees, and subcontractors will follow all parking signage or be liable for tickets and fines as established by UVM. University 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. The Contractor will make parking arrangements for its employees and subcontractors with the UVM contact prior to the start of the project.

**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. 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.

Photography
Photography of UVM facilities is prohibited unless authorized by UVM. Any party seeking authority to photograph UVM facilities or use photos of UVM in printed media must first obtain permission from the UVM Contact. 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.

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.

Small Airborne Objects, Unmanned Aircraft Systems & Drones
No person may operate an Unmanned Aircraft System (UAS) (i.e. drones) or Model Aircraft on University premises, at University-sponsored events, or otherwise on behalf of the University without advanced approval of the UVM Contact. Approval may be granted for one of the following three purposes, consistent with the rules and regulations of the Federal Aviation Administration (FAA), local authorities, and the University:

- “Public Use” in support of UVM research needs;
- “Commercial Use” in support of UVM’s general administrative needs; or
- “Educational Instruction” sponsored by the University, and for students of, or participants in, University programs in furtherance of its education mission.
The UVM Contact must be notified prior to any operation of small airborne objects including, but not limited to balloons, kites, rockets, projectiles, flying toys or similar contrivances used below the federal navigable airspace for conventional manned aircraft. It is to the discretion of the UVM Contact to deny or approve use of such objects on their property.

**Smoking and Tobacco Use Policy**
All UVM-owned properties, including buildings, grounds, roadways, walkways, parking structures, and surface lots are tobacco-free. “Tobacco-free” is defined as prohibiting the use of all forms of tobacco and all products derived in whole or in part from tobacco, including e-cigarettes and smokeless tobacco products.

The Contractor will be responsible for policing compliance with this policy.

**Tree, Landscape and Lawn Protection**
Contractors will not remove or alter any landscaping material, such as trees, shrubs, or grass areas without prior approval from the UVM Contact. The UVM Contact will consult with the UVM Grounds Department 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.

**IV. CONTRACTOR RESPONSIBILITY**

**Equipment Integrity and Inspections**
The Contractor must inspect all tools, equipment, and machinery 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 of air intakes or open doors or windows unless authorized by the UVM Contact in charge of overseeing the project.
Hazard Communication

Upon request, 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, upon request, a current Safety Data Sheet (SDS) for each chemical on the list. The Contractor will provide appropriate storage, signage and containment for all chemicals used on site.

Housekeeping

Each Contractor will keep the premises clean and neat at all times. Debris, litter, dust, or dirt resulting from Contractor work will be cleaned up on a daily basis utilizing a High Efficiency Particulate Air (HEPA) vacuum where feasible. Broom cleaning should only be used when other cleaning methods are not possible. The Contractor will wash floors when vacuuming or broom cleaning will not remove dust. The Contractor will remove all rubbish resulting from their work as soon as each particular operation is finished. The Contractor will provide a dumpster for this purpose in a location approved by the UVM Contact. Use of UVM dumpsters is only allowed on a case-by-case basis and is dependent on the size and scale of the project.

All dust or other airborne contaminants, as well as noise and vibrations must be adequately controlled to minimize impact on buildings, research projects, or university operations in nearby area(s).

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. The Contractor must keep building hallways, doorways, and egress points clear of construction materials, equipment and debris. The Contractor will coordinate with the UVM Contact in order to minimize disturbance to surrounding UVM activities. Construction staging and receiving areas to be utilized will be approved by UVM prior to ground breaking.

Interface

The Contractor and Subcontractors will coordinate their work with other trades to facilitate the general progress of safe work, building egress, pedestrian pathways and access to campus.
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. The Contractor will also be responsible for seeing that all Subcontractors’ work conforms to job conditions.

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.

Solid Waste Management
The University makes every effort to reuse and recycle all viable materials from both operational facilities and 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.

Contractors and subcontractors will not dispose of rubbish from the project in UVM-owned dumpsters without obtaining permission from the UVM Contact. The Contractor will use their own waste and recycling receptacles unless prearrangements have been made with the UVM Contact for disposal. The Contractor is responsible for the cost of trash and recycling disposal per the contract agreement with UVM, unless previously arranged through the UVM Contact. Contractors will follow all mandatory recycling ordinances specified by State of Vermont Act 148 and are encouraged to use construction materials recycling programs offered by local haulers.

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.
Temporary Walkways and Construction Fences

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 hazards both on the ground and from overhead work. Alternate walkways and/or fence barriers must be used to route pedestrian traffic away from the work area and to prevent public access to the work site. Signage is required to mark temporary changes in walkways.

When alternative walkways are used, they must comply with the pre-work arrangement between the Contractor and UVM that allows for temporary, incidental disruption to pedestrian traffic and University proceedings. All changes to parking, pedestrian walkways, driveways and service access will be reviewed with UVM Transportation and Parking.

The Contractor will be responsible for securing the site, including locking doors, gates, and securing barriers whenever possible. The University is not responsible for theft, vandalism or loss of Contractor equipment.

Worksite Safety

The Contractor is responsible for ensuring that all work performed at UVM is conducted in accordance with relevant OSHA standards and UVM policies.

The Contractor must have a written Safety Plan in compliance with regulatory standards that addresses all workplace hazards associated with the tasks and equipment used on the jobsite. These topics will be identified in the Environmental Health and Safety Checklist and include:

- Confined space entry
- Lockout/Tagout policy
- Fall protection and working from heights
- Excavation
- Ladders
- Scaffolding
- Powered industrial trucks such as forklifts
- Earthmoving vehicles
- Aerial lifts such as man lifts or boom lifts
- Roof safety
- Asbestos exposures
- Crystalline silica dust exposures
- Lead based paint exposures

The Safety Plan or sections of the Safety Plan must be made available to the UVM Contact upon request. The UVM Contact may review the Safety Plan for completeness but will not determine compliance. The Contractor's safety personnel are responsible for ensuring compliance with regulatory standards, for carrying out all safety policies, and enforcing the safety plan. Contractor employees are encouraged to direct any safety related questions or concerns to the Contractor's safety personnel or site supervisor.

**Electrical Safety**

Contractors must perform electrical work in accordance with current versions of the following:

- NFPA 70E Standard for Electrical Safety in the Workplace
- UVM Electrical Safety Program
- City of Burlington Electrical Codes
- State of Vermont Electrical Safety Rules
- Applicable OSHA standards

Per the UVM Electrical Safety Program, work on energized circuits or equipment is allowed ONLY when the Contractor can demonstrate that de-energizing the system introduces additional hazards or increased risk, OR with prior written approval from the UVM Contact.
V. EMERGENCY PROCEDURES

Alarms and Evacuations
Contractors working on UVM premises are responsible for having a written site-specific contingency plan that encompasses all aspects of effectively managing a 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 UVM plans is available from the Department of Risk Management and Safety through the UVM Contact. The written site-specific 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.

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, including contractors working on the roof or in remote spaces. Contractor employees that evacuate a UVM facility during an emergency are should report immediately to their supervisor. Contractors must account for their own personnel in the event of an evacuation or other emergency situation.

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. Evacuation 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 & Bloodborne Pathogens
Contractors will provide their own first aid supplies, care and medical emergency response at their own expense. Contractors need to meet requirements for First Aid/CPR and bloodborne pathogen training as required by OSHA. The 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 hazardous materials release that poses imminent threat to safety or the environment, the 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 other threat to public safety;
3. Contain the release only if properly trained and equipped (consult SDS);
4. Contact UVM Service Operations Support (SOS) at 802-656-2560 to report the release, and the UVM Contact to coordinate cleanup; and
5. Report to Vermont Emergency Management and/or Department of Environmental Conservation as necessary (see below).

Per Vermont state law, discharges or releases of hazardous materials to the outdoor environment (including soil, air, sewer, etc.) must be reported to the Vermont Department of Public Safety Emergency Management Division at (800) 641-5005 immediately if there is a potential or actual threat to human health or the environment, or the release exceeds 2 gallons. Discharges and releases of hazardous materials of any quantity must be reported immediately to the UVM Contact.

Clean up and restoration costs are the responsibility of the Contractor. UVM retains the right to contact state or municipal agencies and commercial clean-up contractors on the Contractor’s behalf.
VI. INCIDENT REPORTING
In the event of an incident (including near misses, accidents without an injury, non-OSHA recordable injuries and OSHA recordable injuries), Contractor employees are to report directly to their supervisor.

All incidents are also to be reported by the Contractor to the UVM Contact, who will then alert RM&S. The Contractor is responsible for all recordkeeping and insurances pertaining to incidents that their employees have on-site. UVM reserves the right to investigate any Contractor incident.

VII. FIRE PREVENTION
Combustible Material Storage
Whether inside or outside, combustible materials storage will be a minimum of 35 feet away from the point of operation of 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 the Contractor will notify the UVM Contact to provide alternative arrangements.

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. Do not store combustible materials in paths of egress (hallway, stair, exterior door, etc.).

Compressed Gas Cylinders
The Contractor is responsible for working with the 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 valve protection caps will be secured in place when cylinders are not in use. Cylinders will be secured either in a designated storage place or to an approved carrier.

Extinquishers
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 inspected by the Contractor monthly, and after use or when damaged. All extinguishers must be kept free and clear from obstruction at all times.

Contractors working within UVM buildings are authorized to use facility fire extinguishers in case of emergency if the individual has received training prior to use. Contractors are responsible for training employees on the safe use and handling of fire extinguishers. 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 and they will provide their own extinguisher for the duration of the work.

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 or altered will be coordinated with the UVM Contact. Notification must be made to monitoring points such as UVM Police Services and Burlington Fire Department. The 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 workday. This includes the closing of fire doors that have been kept open to perform work during the workday.

Contractor shall not impede egress from any occupied UVM building, including hallways, stairways and exterior doors without first gaining approval from the UVM Contact. Coordination and communication between building occupants, other contractors, subcontractors and trades is required if egress is to be impeded.
Flammable and Combustible Liquids
Flammable and combustible liquids stored outside must be kept in an approved contained storage area that is protected from general access or traffic. Inside storage requires the use of 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 or drum dispensing installations. Signs will be posted in accordance with National Fire Protection Association (NFPA) standards.

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

Hot Work
In an 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°F per the SDS). The same consideration of risk for a fire hazard must be given to operations whether work is taking place inside or outside of the structure.

The Contractor will notify the UVM Contact prior to performing hot work. The Contractor will supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition. Strict adherence to the UVM Hot Work Policy is required. A copy can be obtained from the UVM Contact or online at http://tco.w3.uvm.edu/.

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

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.

VIII. UVM HAZARDS

Confined Space
Prior to any entry operations into confined spaces, UVM will provide the following information, if available, to the Contractor:

- Location of each known confined space and permit-required confined space
- The hazard or potential hazards in each space, or the reason it is a permit-required space and,
- Any precautions that UVM or any previous contractor implemented for the protection of employees in the permit-required space.

If the Contractor identifies any additional confined spaces, the Contractor shall notify the UVM Contact prior to entry.

Confined space entry is allowed only through compliance with OSHA Standard 1910.146 and/or 1926.1200. The Contractor is responsible for securing all permits and equipment required to perform the entry safely and in accordance with the regulation, including the arrangement for timely rescue services. The Contractor will assume responsibility for safety until the space is returned to UVM. If both UVM employees and Contractor employees are working in a confined space, entry operations will be coordinated through the UVM Contact.

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.
Laboratories

University researchers use hazardous chemicals, radioactive materials, biohazardous materials, lasers, and other hazardous materials and equipment safely in the controlled environment of UVM laboratories. Contractors working in UVM laboratories without being properly trained in hazard recognition and control may be at risk of exposure to those materials. Whenever possible, Contractors will work only in labs that have completed UVM’s decommissioning process. This will be evident by a signed and verified decommissioning checklist. The University requires all Contractors who will work in functioning laboratory environments to meet with the UVM Contact to coordinate with laboratory occupants prior to work. UVM’s Department of Risk Management and Safety will provide training to contractors regarding working safely in UVM’s labs prior to the start of the project.

General points to remember while working in a functioning and/or active laboratory at UVM:

- Each Laboratory door is posted 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.
- The UVM Contact is responsible for coordinating work schedules with the Laboratory Supervisor prior to work beginning and ensuring completion of a Laboratory Clearance Form available at www.uvm.edu/safety.
- 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.
- All Contractor personnel working within UVM labs must be able to recognize the Globally Harmonized System (GHS) symbols that identify chemical hazards (shown below in Figure 1). When working in an occupied laboratory, Contractor personnel should
anticipate having these types of hazards in their vicinity.

Figure 1: GHS Hazard Symbols

- The Contractor and its employees should locate the nearest safety shower and eyewash station prior to work. 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 supervisor and the UVM Contact. Seek medical attention according to Contractor policy.

- Personal protective equipment (PPE) requirements for a specific laboratory will be determined by UVM Risk Management & Safety or the Laboratory Supervisor and will be communicated by the UVM Contact to the Contractor who is responsible for meeting the requirements. Entry to a laboratory may be denied to anyone not wearing appropriate clothing and PPE.

- Unless decommissioned, the interior of fume hoods will be considered to be chemically contaminated due to the nature of the work for which they are used and may require Contractor employees to wear additional PPE. Therefore, Contractors are expected to follow the Standard Operating Guidelines for Entering Laboratory Exhaust Systems. These guidelines are available through the UVM Contact or online at www.uvm.edu/safety. All work involving removal of transite 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. If any of the above is discovered, the Contractor will stop work and immediately call the UVM Contact and wait for instructions.

- Eating or drinking in a laboratory is not permitted.

- Hand washing practices before exiting the lab and after working with certain chemicals is required.

- Radioactive materials are labeled with a yellow symbol as shown below in Figure 2. 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 UVM Service Operations Support (SOS) and the UVM Contact.
Figure 2: Radiation warning symbol

• Biohazardous materials are labeled with a red or orange symbol shown below in Figure 3. These materials must be secured by UVM personnel prior to contractor activities.

Figure 3: Biohazard

• When entering cold or warm room environments, be especially aware of mold contamination issues. If any mold is discovered, notify the UVM Contact immediately and wait to work in that area.

• Unless specifically directed by the UVM Contact or lab supervisor, Contractors and their employees are not to move, alter, or disconnect laboratory equipment. If equipment is in the way of work, the Contractor will communicate with the UVM Contact, Lab Supervisor, or Risk Management & Safety.

**Lockout/Tagout – Control of Hazardous Energy**

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.
Contractors must work with University personnel and fellow contractors when de-energizing UVM-owned equipment. Contractors are responsible for providing their own locking and tagging devices. Group lockouts may only be used in accordance with the OSHA standard.

In the event a Contractor’s employee lock must be removed because the employee is not available to remove the lock, the 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.

The Contractor has complete and total responsibility for safety and compliance when controlling hazardous energy from sources owned or operated by that contractor.

**Rooftop Air Quality**

UVM rooftops may house exhaust stacks from laboratory fume hoods or building cooling towers. These have potential risks to personnel working on rooftops. A risk assessment is required when Contractors access a roof with either of this equipment.

A functioning fume-hood system with vertically discharging exhaust and a stack with height greater than eight feet poses no risk to personnel on rooftops. As of 2018, the Rowell building roof has the only non-vertical fume hood stacks at UVM. Contractors whose scope of work includes working on laboratory exhaust systems must follow the Standard Operating Guidelines for Entering Laboratory Exhaust Systems.

Areas around UVM’s Cooling towers are posted to warn of the potential need for respiratory protection. All contractors will adhere to this guidance.
Working From Heights
 Contractors are responsible for complying with OSHA fall protection requirements when working at heights greater than four feet for general industry and greater than six feet for construction. A written plan must be approved by the UVM Contact prior to the work beginning. The University considers the use of safety monitors to be the least effective means of fall protection. Safety monitors may only be used with prior approval from the UVM Contact. 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, at any time the safety monitor system is found to be non-compliant, UVM reserves the right to stop work immediately to replace the contractor if deemed appropriate.

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.

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

Whenever possible, steps will be taken by the Contractor to minimize air pollution and disruption. 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.

**Asbestos**

New Asbestos Containing Materials:
Asbestos Containing Materials (ACM) are prohibited from use on UVM 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 follow the procedures set forth in the specification document and as required by all applicable laws and regulations for the disturbance of materials containing asbestos as identified by UVM. If the project involves work in a UVM building, the UVM Training and Compliance office must conduct a building inspection to determine the presence of any potential ACM and submit these results to the UVM Contact prior to work. The Contractor will not disturb any ACM 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 ACM they disturb. If the asbestos content of a material is unknown, the Contractor will request direction before proceeding from the UVM Contact.

**Fluorescent Light Bulbs**

Disposal of all existing, unbroken fluorescent light bulbs will be arranged through the UVM Contact. Containers of used bulbs will be removed by UVM or per specific contract language. The Contractor will be responsible for any costs associated with improper handling or disposal of these items in the Contractor’s care.

**Hazardous Waste**

The UVM Contact will work with the Contractor to establish acceptable handling and disposal of any hazardous material generated or discovered in the execution of the work.
Contractors that bring hazardous materials onto UVM property and/or generate a hazardous waste product while on-site are responsible for proper management, storage, labeling, and removal of the waste according to state and federal requirements. Upon request, the Contractor will provide UVM Contact and Risk Management & Safety 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.

**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 disposing 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 cleanup of mold and sources of indoor water intrusion. 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.
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 in accordance with the City of Burlington regulations 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 or flush any pipe systems without prior approval from the UVM Contact.
WELCOME
TO
THE UNIVERSITY OF VERMONT

UVM Contact Name and Number:

Notes
### Contact Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
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<tr>
<td>Service Operation Support</td>
<td>802-656-2560</td>
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<tr>
<td><em>(for critical service needs at UVM)</em></td>
<td>(press “1” to page)</td>
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<tr>
<td>Physical Plant Training &amp; Compliance Office</td>
<td>802-656-7233</td>
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<tr>
<td>UVM Risk Management &amp; Safety</td>
<td>802-656-3242</td>
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<td>UVM Solid Waste Office</td>
<td>802-656-5731</td>
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<td>UVM Police Services</td>
<td>802-656-3473</td>
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