



HOPE COLLEGE

CONTRACTOR SAFETY POLICY

Policy

Hope College is committed to the prevention of injury/illness to Contractor personnel and Hope College Employees working on its facilities. Hope College is also committed to injury/illness prevention and to the prevention of property damage or other loss caused by the action or inaction of outside contractors.

Scope

This policy applies to all contract personnel authorized by Hope College to perform limited-term project work for hire on Hope College's premises.

General

All covered contractors shall be informed of general safety and environmental regulations and specific facility requirements that must be followed while on Hope College property. Contractors will find information regarding hazardous materials at:

<https://msdsmanagement.msdsonline.com/company/b69d5cef-e20e-437e-8c89-bdf40873a6cb/>

All contractors bringing hazardous chemicals into/onto Hope College facilities are subject to the requirements of the Hope College Hazard Communication Program including: Maintenance of material safety data sheets, hazardous chemical lists, container labeling, and employee training.

The following safety regulations apply to all contractors, including all agents and subcontractors of such contractors, and to all their employees working within, on, or around any premises of Hope College, whether on construction, maintenance, or otherwise. Hope College will designate a **Project Coordinator (PC)** in connection with each Contractors work. Contractors shall report to and follow the instructions of their PC in connection with these rules and shall ensure that all of their employees working on premises are furnished a copy of, and are familiar with, these rules. **THESE RULES ARE NOT INTENDED TO, AND SHALL NOT SUPERSEDE, NOR SHALL THEY RELIEVE THE CONTRACTOR FROM COMPLIANCE WITH, ANY FEDERAL, STATE, OR LOCAL SAFETY AND ENVIRONMENTAL REGULATIONS, INCLUDING WITHOUT LIMITATION, REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) THE ENVIRONMENTAL PROTECTION AGENCY (EPA) AND STATE SAFETY AND ENVIRONMENTAL REGULATIONS.**

1. EMPLOYEES

1.1 Contractors are responsible for the safety of their employees and for exercising care to prevent injury or illness to others. Contractors shall report to the PC any accidents causing death, personal injury, or property damage that arise out of or in connection with their work immediately after the occurrence of such accidents. Contractors shall also submit to the PC a written report regarding such accidents within five (5) days of each occurrence.

1.2 Contractors shall ensure that all employees are trained to perform their work safely and in compliance with all federal, state, or local laws, regulations, or ordinances. If requested, the contractor will provide appropriate training certifications or required licenses.

1.3 Contractors shall handle, remove, dispose of, or otherwise deal with substances that are hazardous or toxic within the meaning of federal, state, or local laws, regulations, or ordinances or are otherwise dangerous and may involve special risks of injury to persons or damage to property if not treated properly ("Hazardous Substances")

2. HAZARDOUS MATERIALS

2.1 Contractors shall immediately inform the PC of any known or suspected releases of any hazardous substance as required by the Comprehensive Environmental Response Compensation & Liability Act of 1980, as amended, including (but not limited to) notice of any release as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (commonly known as the Emergency Planning and Community Right to Know Act of 1986)

2.2 Contractors shall cease work immediately and notify the PC if, in the course of removing or replacing insulation material they discover, or have reason to suspect, that such material contains asbestos or other hazardous materials.

2.3 Contractors servicing or repairing Owner’s equipment that requires deactivation of electrical circuitry, or pressurized pipes or lines, shall communicate to the PC specific procedures used by the Contractor for the “Lock out” of hazardous energy sources. Contractor’s procedures must be in compliance with any federal, state, and local laws, regulations, or ordinances.

2.4 Contractors performing work in “Confined Spaces” including without limitation, areas of poor ventilation or where an oxygen deficiency or other Immediate Danger to Life and Health (IDLH) atmosphere may exist, shall comply with any federal, state, and local laws, regulations, and ordinances relating to, among other things, entry permit, pipeline and electrical lockout, cleaning, oxygen content verification, required breathing apparatus, standby attendant, combustible vapors, ventilation, power source, lights, grounding, solvents, and fall prevention and protection.

2.5 Contractor must demonstrate that they have experience and expertise in performing services of the type required by the contract and fully understands the special considerations applicable to the Hazardous Substances involved in the performance of the contract.

2.6 Contractor will on request consult and cooperate with PC (Owner) and will comply with the reasonable instructions of the PC in connection with any Hazardous Substances, but nothing done by Owner shall relieve Contractor from compliance with all applicable federal, state, and local laws, regulations, and ordinances. Contractor and Owner are not joint ventures in any respect.

3. FIRES AND OTHER EMERGENCIES

3.1 Contractors shall report all suspected fire hazards to PC immediately. Contractor shall without delay, take corrective action to remedy any such hazard resulting from work.

3.2 Contractors performing welding, cutting, or burning work on the premises shall comply with any federal, state, and local laws, regulations, and ordinances relating to among other things, welding and cutting permits, fire prevention/suppression, protective equipment, and all combustible flammable liquids.

3.3 Contractors shall communicate any type of activity that might activate the fire alarm system to Campus-Safety (616-395-7770) prior to them conducting the work. False alarms in which the Fire Department gets called may result in fines to the college.

Contractor (On-Site Lead or Foreman or Site Supervisor)

Date

Cell Phone Number

Office Phone Number

Contracting Company Name

Hope College Project Coordinator

Position Title