

**ILLINOIS INSTITUTE OF TECHNOLOGY
SAFETY COMMITTEE**

Contractor Safety

Approved October 10, 2005
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1. PURPOSE:

This document sets forth guidelines to assist IIT personnel in proactively communicating to contractors any known and recognized health and safety concerns unique to IIT activities that may affect contractor operations. This document also will aid IIT personnel in the development of health and safety contract specifications.

2. SCOPE:

These guidelines should be reviewed and, as appropriate, applied by all IIT employees who secure the services of a contractor for the purpose of:

- New construction,
- Remodeling,
- Facility maintenance or repair ,
- Equipment maintenance and/or replacement,
- Retrofits and modifications, or
- Inspection and testing services (collectively, a “Project”).

As determined appropriate, the Non-Facilities Management Contract Administrators may use this guidance in communicating safety responsibilities and known and recognized hazards to the contractor.

3. DEFINITIONS:

- 3.1. Contract - Any written agreement between IIT and a Contractor to perform a specified scope of work within the boundaries or limits of the main campus or one of the satellite campuses. For purposes of this document, a contract includes, but is not limited to, a vendor agreement, an awarded P.O. and/or a project contract. The definition of contract shall be broadly construed.
- 3.2. Contractor – An individual, partnership, corporation, joint venture or other legal entity having a Contract with IIT to perform work.
- 3.3. Contract Administrator - The IIT employee (e.g., Project Manager, Supervisor, Construction representative, etc.) responsible for overseeing a Contractor's activities.
- 3.4. Non-Compliant Hazardous Work Condition - Any hazard that is considered to be non-compliant with Federal, State, or Local environmental health and safety guidelines or that is inconsistent with generally accepted safe work practices.
- 3.5. Notice of Non-Compliance (Safety) - A written notice provided to the Contractor by the Contract Administrator or his or her designee, alerting the Contractor to the fact that it may not be in compliance with a IIT's specification, OSHA regulations or other generally accepted safe work practice.
- 3.6. Pre-Construction Safety Meeting Checklist - A checklist used by IIT personnel to ensure that health and safety issues are discussed and relevant safety information is provided to the Contractor prior to commencing work on a Project.
- 3.7. Potential Hazard Notification Form – A written notice from IIT to the Contractor setting forth site specific known and recognized potential hazards unique to IIT's operations and noting hazard and safety information provided in the Contract specifications.
- 3.8. Safety Concern - Situations that may become hazardous if generally accepted safe work practices are not followed.

- 3.9. Safety Program Request Form – A written notice of safety programs, procedures and documentation that the Contractor must have in place prior to beginning the project.

4. RESPONSIBILITIES:

It is the responsibility of the Contractor to protect its employees, subcontractors, suppliers and IIT Personnel on-site and to provide a safe place of employment and work site. The implementation of this Program does not imply that IIT is establishing or enforcing safety practices for the benefit of a Contractor, subcontractor, supplier or their employees.

5. PROCEDURE:

5.1. Facility Management/Design & Construction Projects

5.1.1.1. Contract Specifications for all Projects shall provide site information on known health or safety concerns.

5.1.1.2. Pre-Construction Safety Meeting Preparation: As far as it is reasonable to do so, Safety Concerns should be addressed in the Contract specifications for all Projects. The concerns should list general safety guidelines relevant to the Contractor's work location, review known and recognized Safety Concerns as specified in the Contract specifications, and provide basic guidance on addressing Safety Concerns that may be identified by the Contractor or IIT during the project.

5.1.1.3. General Pre-Construction Safety Meeting Guidelines:

A. Prior to beginning construction projects, IIT personnel should participate with the Contractor in a Pre-Construction Safety Meeting.

B. The purpose of the Pre-Construction Safety Meeting is to inform or review with the Contractor, known and recognized potentially hazardous conditions unique to IIT's activities that are located within the immediate or surrounding area of the Contractor's work site/location (as set forth in the Potential Hazard Notification Form), and to discuss and receive information regarding the implementation and enforcement of the contractor's on-site safety program (as set forth in the Safety Program Request Form) to ensure the health and safety of its employees and those of its subcontractors and suppliers as well as IIT personnel.

C. The Pre-Construction Safety Meeting group may include, but is not limited to, the following individuals:

- (i) the IIT Contract administrator,
- (ii) the Contractor's representative,
- (iii) the IIT employee, designated by the appropriate Program Center Dean or Director, who is most familiar with the potential hazards that the Contractor may be exposed to during construction activities, and
- (iv) when appropriate the IIT's Safety Director or designee.

5.1.1.4. During the Pre-Construction Safety Meeting IIT will:

A. Discuss the Contractor safety program and review the Safety Program Request Form; list (unless otherwise addressed in the Contract Specifications) the identified Safety Concerns unique to IIT operations as set forth in the Potential Hazard Notification Form; complete the Pre-Construction Safety Meeting

Checklist; discuss specific procedures used by IIT when engaging in the specified hazardous work activities as may be listed in the Contract specifications; and inform the Contractor that a Notice of Non-Compliance (Safety) will be issued for noted unsafe conditions that could impact the Contractor or IIT personnel and that the Safety Director may be invited to investigate the need for OSHA intervention upon issuance of a Notice of Non-Compliance (Safety).

B. The Contractor shall review and sign the Pre-Construction Safety Meeting Checklist, the Potential Hazard Notification Form and the Safety Program Request Form indicating that all the information contained in these forms has been provided to, and is understood by, the Contractor.

C. Original documents shall be maintained by the IIT Contract Administrator and copies shall be provided to the Contractor and/or site representative.

5.2. Non-Facilities Management Projects

- 5.2.1. Contract Administrators, who manage Non-Facilities Management projects at IIT, such as equipment repair, equipment maintenance, equipment replacement, equipment modifications, and inspection and testing services should, as determined appropriate, provide safety information to the Contractor consistent with these guidelines.
- 5.2.2. As determined appropriate, the Non-Facilities Management Contract Administrator may use any of the forms or suggestions contained in this document in communicating safety responsibilities and known and recognized hazards to the Contractor.

5.3. Contractor Safety Deficiency Notifications

- 5.3.1. Contract Administrators are not expected to know general hazards associated with the construction profession or to oversee the safety efforts of Contractors working on IIT Projects. However, if a Contract Administrator becomes aware of a hazardous or potentially life threatening situation, he or she shall immediately notify the Contractor of such conditions. Notification may be provided verbally but any verbal notification must be followed up with a “Notice of Non-Compliance (Safety)” form, as described below.
- 5.3.2. Addressing Contractor Hazards
 - 5.3.2.1. The IIT Contract Administrator is authorized to stop Contractor work activities wherever and whenever it reasonably appears that death or serious injury is imminent (i.e., remove IIT employees, students, and visitors from potential exposure, and direct the Contractor to stop construction activities until the life threatening hazards have been abated), and shall immediately notify the Director of Design & Construction or the appropriate Project Manager that the Project has been halted.
 - 5.3.2.2. A “Notice of Non-Compliance (Safety)” form shall be completed and provided to the Contractor any time a serious regulatory, non-compliant condition has been observed, and the Contractor has not taken immediate action to correct the condition.
 - 5.3.2.3. IIT employees who identify a hazardous situation at a Contractor work location shall immediately notify the Contract Administrator of such concerns. The Contract Administrator shall notify the Contractor.
 - 5.3.2.4. Should safety hazards remain unaddressed following the issuance of a “Notice of Non-Compliance (Safety)”, the Contract Administrator may utilize the assistance of the Safety Director in determining the need for additional intervention. .

6. RECORDKEEPING REQUIREMENTS

- 6.1. Pre-Construction Safety Meeting Checklist
- 6.2. Potential Hazard Notification Form
- 6.3. Safety Program Request Form
- 6.4. Notice of Non-Compliance (Safety)

7. APPENDIX – BLANK FORMS

- 7.1. Pre-Construction Safety Meeting Checklist
- 7.2. Potential Hazard Notification Form
- 7.3. Safety Program Request Form
- 7.4. Notice of Non-Compliance (Safety)

APPROVAL

This Contract Safety Policy is approved and effective this 26th day of September 2005.

By: _____
Allan S. Myerson, Provost and Senior Vice President

By: _____
John C. Collins, Vice President for Business & Administration

APPENDICES

1. Pre-Construction Safety Meeting Checklist
2. Potential Hazard Notification Form
3. Safety Program Request Form
4. Notice of Non-Compliance (Safety)

Illinois Institute of Technology

Contractor Safety

Request for Safety Program Information

Company Name: _____

Project: _____ Date: _____

Address: _____

Safety Director: _____

Health and Safety Officer: _____

Phone #: _____ Fax #: _____

1. It has been determined by CSUS that during this project you will be engaging in work activities that will require your company to have the following documents readily available at the work site. Any of the items marked with a "✓" below, shall be made available to the CSUS when requested.

A.		Codes of Safe Work Practices as required.
B.		Safety Instruction program as required.
C.		Injury and Illness Prevention Program (IIPP) as required.
D.		Trenching and Excavation Program as required.
E.		Electrical Safety Program as required.
F.		Respiratory Protection Program as required.
G.		Confined Space Entry Program as required.
H.		Lockout/Tagout Program as required.
I.		Fall Protection Program as required.
J.		Hazardous Waste Operation Program / Site Health and Safety Plan as required.
K.		Hazardous Materials Communications Program (HazCom) as required.
L.		Powered Industrial Trucks or Earth Moving Equipment Training Program as required.
M.		Any other health and safety program or procedure (not checked (✓) nor listed on this form) that the contractor recognizes must be followed during the construction activity.
N.		Training documentation provided upon request.

2. Site Safety Officer

		Please submit a summary of qualifications/resume of the Health and Safety Officer, who by virtue of training and experience is qualified to recognize and address safety issues that may arise at the construction location.
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Contractor Safety
Request for Safety Program Information

3. Other Required Information (i.e., Training Information)

5. Comments

I certify, on behalf of _____, that I
Company Name

have reviewed the foregoing, that the company as Contractor has all of the documents and information checked above and that the company will be able to provide the same on request to the CSUS..

Name: _____ Signature: _____

Title: _____ Date: _____

**Illinois Institute of Technology
Contractor Safety
NOTICE OF NON-COMPLIANCE (SAFETY)**

PROJECT NAME: _____ CONTRACT NO. _____

CONTRACTOR: _____

Issued to Contractor's representative: _____
(name)

on _____ at _____ An unsafe condition was observed

in the area of _____

IIT Inspectors will not inspect work in this area until the unsafe condition is corrected. Any work done without inspection will be subject to rejection.

Should the unsafe condition not immediately be corrected, IIT may notify OSHA for resolution of this matter.

(Inspector) (Supervisor)

Further action taken: _____

Unsafe Condition Resolved: Date: _____ Time: _____

Remarks: _____

cc: Contractor's Home Office
Environmental Health & Safety
Design and Construction
Facilities

