

New Jersey Institute of Technology NJIT

CONTRACTOR SAFETY GUIDELINES

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NJIT CONTRACTOR SAFETY GUIDELINES June 5, 2024

Legal Disclaimer:

Seeking to ensure a safe and healthful environment for students, employees, and visitors, NJIT has compiled the following Contractor Safety Guidelines to help establish a common frame of reference concerning jobsite health and safety considerations when working on the NJIT campus.

Contractors and their subcontractors working in NJIT owned and operated facilities are responsible for the safety of their employees and subcontractors as well as NJIT students, employees, and visitors in and around the worksite. The contractor and its subcontractors are responsible for developing and implementing their own safety programs that comply with the requirements of the Occupational Safety and Health Act of 1970 and all subsequent amendments, Public Law 91-596, and all other applicable federal, state, and local laws, statutes, and regulations concerning worksite safety.

These Contractor Safety Guidelines are intended to provide the minimum health and safety compliance framework for contractors and their subcontractors working on the NJIT campus. These Contractor Safety Guidelines are not intended to replace the contractor's and its subcontractor's own health and safety programs and may not address every conceivable environmental health and safety issue encountered on a particular worksite. NJIT shall not oversee the health and safety programs of the contractors or their subcontractors nor shall NJIT instruct them on how to perform their work.

These Contractor Safety Guidelines apply to all contractors and subcontractors performing contracted work in NJIT owned or operated facilities. These Contractor Safety Guidelines are not intended to replace or supersede the contractor's or subcontractor's own health and safety plan, or the applicable provisions of federal, state, and local laws, regulations, or statutes related to worker and worksite safety.

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Responsibilities

Contractor

The Contractor is responsible for maintaining and implementing its own OSHA-compliant safety program and complying with NJIT's Contractor Safety Guidelines. The Contractor is solely responsible for the safety of their employees, the safety of persons on or near the worksite, and for the protection of NJIT property on or near the worksite. The contractor shall take all necessary precautions to ensure a safe worksite and ensure compliance with the applicable provisions of federal, state, and local laws, regulations, or statutes related to worker and worksite safety.

University

NJIT is committed to helping contractors meet the goals of a safe, healthy and productive worksite. Appropriate NJIT departments are available to review contractor submissions, attend meetings with contractors, and offer advice and assistance to contractors pertaining to worksite safety.

Safety Guideline Components

Safety Representative

Contractors will designate a safety representative for all projects conducted in NJIT owned or operated facilities and anywhere on the NJIT campus. At a minimum, the role of the safety representative is to:

- monitor safety issues on the job site on a daily basis;
- conduct safety inspections;
- investigate, document, and report worksite safety incidents; and
- act as liaison between the contractor, subcontractor(s), NJIT, and potential regulatory agencies.

Based on the complexity of the project, the safety representative will have completed an authorized 30-hour OSHA Construction Safety Course within the last five years of the start of the project.

- For small single-trade projects, the contractor may request an exemption from the OSHA 30-hour requirement and the safety representative may engage in other job site duties.
- For medium-scale multi-trade projects, the 30-hour OSHA course will be required, and the safety representative may engage in other job site duties.
- For large highly complex projects, high construction volume capital projects, and projects deemed to be highrisk by the NJIT, the 30-hour OSHA course will be required, and the safety representative may not have other job site duties.

Site Specific Safety Plan

Prior to initiating work, contractors will submit a site-specific safety plan to NJIT that meets or exceeds the following minimum requirements:

- Scope of Work (project description)
- Hazard Assessment (identify hazards associated with the project's defined scope of work)
- Designated On-Site Primary and Secondary Safety Representatives, Competent Persons, and Qualified Persons
- Safety Orientation Program (may include job site, tool box, morning, or lunch box safety talks)
- Hazard Communication Program and Safety Data Sheets
- 24-hour emergency contacts
- Site Logistics Plan (will address protection of NJIT personnel and property, traffic plan, site security, appropriate

signage, emergency evacuation and muster points, and other relevant site-specific safety-related logistics)

- Personal Protective Equipment requirements
- Accident and Incident procedures
- Safety Audit and Inspection procedures
- Work Site Clean-Up procedures (how the contractor keeps the work site clean and free of debris and potential hazards and how the contractor will leave the site at the completion of the project)

Site Specific Safety Plans are to be submitted to the appropriate NJIT Project Manager from the NJIT department initiating the project (typically the Planning Design and Construction or Facilities departments). Site Specific Safety Plans will also be stored on the NJIT Contractor Safety shared drive.

Site Specific Safety Plans need to include the methods by which the contractor will adhere to applicable regulations and standards; protect their own employees as well as members of the NJIT community (students, employees, and visitors); and protect NJIT property. Projects may not begin until the Site Specific Safety Plan has been received and reviewed by NJIT. NJIT may add or remove specific requirements based on the project's scope and complexity.

Safety Inspections

All safety inspections performed by the contractor shall be documented and uploaded to the Contractor Safety shared drive. Based on the complexity of the project the contractor will complete daily, weekly, and/or monthly safety inspections. At a minimum, daily site safety inspections will be performed. Deficiencies noted on the daily inspections will be corrected as soon as possible or be protected until the necessary corrections can be implemented. The contractor will perform weekly and/or monthly site safety inspections for more complex and longer duration projects. Weekly and monthly inspections will document safety deficiencies and will identify a corrective action plan to abate identified hazards.

NJIT may request to review the contractor's safety inspection forms and the site specific safety plan, as required. NJIT may perform random inspections of project work sites to determine adherence to the contractor's site specific safety plan. NJIT may request corrections to noted deficiencies as well as meetings with the contractor regarding project safety.

Safety Data

NJIT may request the contractor to submit safety data metrics related to a specific project. These data include: cumulative hours worked; number of recordable injuries and/or illnesses; number of time lost injuries and/or illnesses; and OSHA inspection information.

Safety Guidelines Summary Table

Safety Component			Site		
Project Complexity (Project Budget)	Safety Representative	30 Hour OSHA	Specific Safety Plan	Safety Inspections	Safety Data
Small Scale/Single Trade (\$ < \$500K)	Required (May Have Other Duties)	May Request Exemption	Required	Required (Daily)	Upon Request
Medium Scale/Multi Trade (\$500K to \$5M)	Required (May Have Other Duties)	Required	Required	Required (Daily/Weekly)	Upon Request
Large Scale/Complex/High Risk/High Construction Volume (\$ > \$5M)	Required (May Not Have Other Duties)	Required	Required	Required (Daily/Weekly/Monthly)	Upon Request

NJIT General Site Safety Guidelines:

Contractors are required to comply with all applicable Federal Occupational Safety and Health Regulations (29 Code of Federal Regulations Part 1910 and Part 1926) while working in NJIT owned or operated facilities and all areas of the NJIT campus.

- 29 CFR Part 1910 OSHA General Industry Standard
 - <u>https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1910</u>
- 29 CFR Part 1926 OSHA Construction Standard
 - o <u>https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1926</u>

Contractors must take steps to ensure the safety of faculty, staff, students, workers, and visitors to NJIT. Failure to comply with the requirements described in these guidelines will be referred to NJIT administration for review and follow up. Safety-related incidents shall be reviewed on a case by case basis by NJIT Project Management and the NJIT EHS department. General NJIT site safety and rules of conduct are described below:

- Eye protection is required on all worksites. (Eye protection must be ANSI approved.)
- Head protection is required on worksites where there is a potential danger from impact, falling objects, or from electrical shock or burns. (Head protection must be ANSI approved.)
- The worksite shall be kept clean and free from excessive dirt, rubbish, and debris resulting from the contracted work. All rubbish and debris shall be removed from the work site each working day.
- Contractors shall report accidents, incidents, and near misses to the NJIT Project Manager within 24 hours of the incident occurring.

- No weapons, illegal drugs, ammunition, alcohol, or other illegal substances are permitted on the worksite.
- Smoking is prohibited on the work site.
- At a minimum, all workers must wear long pants, t-shirts, and appropriate footwear for the task being performed.
- ANSI approved high visibility vests, jackets, or t-shirts are required for those working near cranes, other heavy equipment and on or near roadways and vehicular traffic.

Specific Safety Guidelines

Crane Safety (29 CFR 1926.1400)

- Notify NJIT in advance of all crane lifts scheduled on the NJIT campus.
- Evaluate the capacity of the site including underground conditions and utility services.
- A NJ One Call may be needed to confirm the presence and location of any utilities that may be located under the proposed crane lift site.
- All crane operators need to be certified by the National Commission for Certification of Crane Operators and licensed by the State of NJ Department of Labor and Workforce Development.
- All signal persons and riggers need to meet the qualification standards in accordance with the OSHA standard.
 NJIT encourages contractors to have certified riggers & signal persons when working on the NJIT campus and may request these certifications based on the scope and complexity of the project.
- Contractors shall develop a lift plan for all crane work undertaken on the NJIT campus. Crane lift plans and associated documentation will be submitted to the NJIT project manager.
- Tag lines will be used on all lifts unless it is determined that the line itself will cause a greater hazard.
- Lifts conducted over occupied buildings will be evaluated by a registered structural engineer to review and certify that the building can withstand the impact of the load being dropped on the building.
- If the structural engineer determines that the building roof cannot withstand the impact, the building will need to be evacuated during the duration of the lift. The decision between evacuating the building or scheduling the lift for off-hours will be made by the NJIT administration.

OSHA Fact Sheet, Cranes and Derricks in Construction: Qualified Rigger <u>https://www.osha.gov/sites/default/files/publications/cranes-qualified-rigger-factsheet.pdf</u> OSHA Fact Sheet, Cranes and Derricks in Construction: Signal Person Qualification <u>https://www.osha.gov/sites/default/files/publications/cranes-signal-person-factsheet.pdf</u> 29 CFR 1926.1400 Subpart CC – Cranes and Derricks in Construction <u>https://www.osha.gov/sites/default/files/laws-regs/federalregister/2010-08-09.pdf</u>

Concrete & Masonry (29 CFR 1926.1153)

- Concrete and masonry products may not be cut without contractors implementing control procedures to protect themselves, other personnel in the vicinity, and NJIT property.
- Dust control methods will be implemented to control potential silica dust exposure.
- Dry sawing, jack hammering, or other activities involving concrete or other silica containing material is not permitted without having adequate controls in place.
- Contractors are required to implement table 1 from 29 CFR 1926.1153 regarding Silica or have other controls in place, with validation of their effectiveness to ensure employee protection.

29 CFR 1926.1153. Respirable Crystalline silica https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1153

Confined Spaces (29 CFR 1926.1200, Subpart AA)

- Contractors shall comply with 1926.1200, Subpart AA.
- NJIT Project Managers and EHS will meet with contractors to evaluate permit-required confined space entry procedures.
- Contractor shall provide their own rescue plan/services when working in a confined space as required.
- Contractors should also understand that their work and associated activities within a non-permitted space may change the classification of that space. Declassification of a permitted space must be completed by a competent person as described in the standard.

OSHA Permit-Required Confined Spaces. OSHA 3138-01R, 2004 <u>https://www.osha.gov/sites/default/files/publications/osha3138.pdf</u> 29 CFR 1910.146. Permit-Required Confined Spaces <u>https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.146</u> 29 CRF 1926.1203. Confined Spaces in Construction <u>https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1203</u>

Demolition, Structural:

- Prior to any structural demolition taking place, an engineering survey shall be conducted by a Qualified Person.
- This survey should be used to create a plan for demolition.
- The plan should include provisions for encountering asbestos, lead, PCBs, other potentially hazardous materials, as well as dust, odor, and water control during the demolition work.
- The contractor is also responsible for completion and submittal of notifications to NJDEP, NJDOL, NJDOH, and US EPA, as required.
- The plan should also address proper disposal of demolition debris and any potentially hazardous materials.
- Contractors shall ensure all utilities are controlled, locked, tagged, and made safe prior to the start of demolition and ensure that no utilities are damaged during the course of their work.
- These provisions may not apply to non-structural demolition/non-load bearing items such as suspended ceiling systems, non-load bearing partition walls, casework, and similar items.

Electricity (29 CFR 1926 Subpart K, 29 CFR 1910 Subpart S, 29 CFR 1910.333)

- Any electricity used on a worksite must be protected by either an assured grounding program or through the use of GFCIs.
- This includes electrical generators, welding machines, fume extractors, microtraps, or existing building power supply.
- Power cords will be of the heavy duty type and have an intact ground prong and be in safe condition for use.
- Any electrical device shall be double insulated or grounded.
- No energized work will be performed on NJIT property unless it conforms to OSHA and NFPA 70E requirements.
- Advanced notification will be provided to NJIT Project Managers for review of any energized work.

• For electrical shutdowns, de-energizing of equipment, and lock-out tag-out requirements refer to the Utility Shutdown section below.

29 CFR 1926 Subpart K. Electrical

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926SubpartK 29 CFR 1910 Subpart S. Electrical https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.301 OSHA Fact Sheet 3942, 2018. Working Safely with Electricity https://www.osha.gov/sites/default/files/elect_safety.pdf OSHA Fact Sheet 3286, 2005. Using Portable Generators Safely https://www.osha.gov/sites/default/files/publications/OSHA3286.pdf 29 CFR 1910.147. The Control of Hazardous Energy https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.147

Emergency Action Plan (29 CFR 1910 Subpart E, 129 CFR 910.138, 29 CFR 1926 Subpart C)

- Contractors shall have a plan in place to account for all workers on the worksite in the event of an emergency.
- The plan should include evacuation routes used to exit the worksite, safe location/muster point, and the method used for accounting for employees, e.g., verifying headcount.
- The plan should be discussed and reviewed with employees on the worksite.
- Contractors shall consult with NJIT Project Managers, the EHS department, and or Public Safety to verify building evacuation routes and other site-specific information.

29 CFR 1910.138. Emergency Action Plans https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38 https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartEApp https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.35

Equipment Safety (29 CFR 1910.178)

- Contractors will utilize ANSI approved powered industrial trucks.
- Contractors will ensure that industrial truck operators are competent to operate the equipment.
- Each operator of powered industrial trucks shall be properly trained in the safe use of that equipment.
- This includes but is not limited to fork lifts, all terrain fork lifts, scissor lifts, aerial lifts and other heavy equipment.
- The contractor shall also ensure the equipment is regularly inspected and maintained.
- Operators shall wear seatbelts at all times if the equipment is so equipped.

29 CFR 1910.178. Equipment - Powered Industrial Trucks https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.178

Fall Protection (29 CFR 1926 Subpart M, 29 CFR 1910.140, 29 CFR 1926.453)

- Contractors shall implement fall protection safeguards for their employees working at a height of six (6) feet or higher.
- Fall protection safeguards may include guardrail systems, safety net systems, or personal fall arrest systems.
- NJIT Project Managers may require contractors to implement fall protection safeguards at heights less than six (6) feet if a specific hazard exists.

 Safety monitoring systems may be utilized if other means are determined by the NJIT Project Manager to be infeasible or impossible; safety monitoring systems need to comply with the applicable sections of the OSHA standard.

OSHA 3146-05R 2015. Fall Protection in Construction https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.140 https://www.osha.gov/sites/default/files/publications/OSHA3146.pdf 29 CFR 1926 Subpart M. Fall Protection https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.501#1926.501 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.502 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.503 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.503

Fire Prevention & Protection (29 CFR 1910.39)

- Contractors shall follow NJIT's Hot Work and Fire Watch programs while working on NJIT property including supplemental fire protection for the duration of their hot work activity.
- Contractors shall not rely upon NJIT owned fire protection equipment as their primary means.
- Contractors shall provide their own fire extinguisher(s) or other acceptable equipment.
- Contractors shall ensure that fire watch times are adhered to.

29 CFR 1910.39. Fire Prevention Plans

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.39

29 CFR 1910 Subpart Q. Welding, Cutting, and Brazing

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.252

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.253

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.254

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.255

NJIT Hot Work and Fire Watch Permits

https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/Hot%20Work%20Permit% 2004-28-2021%20Fillable.pdf

https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/Fire%20Watch%20Permit %2004-27-2021%20Fillable.pdf

Ground Disturbance & Penetration (29 CFR 1926 Subpart P)

- Ground disturbance & penetration activities include but are not limited to: driving stakes, removal or addition of
 plant life root systems, removal of sidewalk or roadway, removal of topsoil, removal of concrete bases, trenching,
 drilling, excavations, crane placement, blasting, etc.
- Contractors are required to submit and have a completed NJ One Call prior to any ground disturbance or penetration regardless of method used, manual or mechanical.
- Contractor that uncover an unmarked utility at any time during the course of their work, work shall stop immediately and notify their NJIT Project Manager.
- Clearance to resume will only be given by the NJIT Project Manager and the EHS Department.
- Contractors that strike damage or impact a utility of any kind at any time, shall notify the NJIT Project Manager immediately.

OSHA 2226-10R 2015. Trenching and Excavation Safety https://www.osha.gov/sites/default/files/publications/osha2226.pdf

Hand and Power tools (29 CFR 1910 Subpart P, 29 CFR 1926 Subpart I)

- All hand and power tools used on NJIT projects shall be maintained in a safe condition.
- Guarding shall not be removed from hand and power tools if so equipped.
- Safety switches, such as a constant pressure switch, shall not be tampered with.
- Electric power tools shall be properly insulated or grounded and shall not be hoisted or lowered by the power cord.
- Proper training requirements shall be met for certain tools, for example power actuated tools.
- Appropriate personal protective equipment shall be worn when working with hand and power tools.

29 CFR 1926 Subpart I. Hand and Power Tools

https://www.osha.gov/laws-regs/regulations/standardnumber/1926#1926_Subpart_I

29 CFR 1910 Subpart P. Hand and Portable Powered Tools and Other Hand-Held Equipment https://www.osha.gov/laws-regs/regulations/standardnumber/1910#1910 Subpart P

Hazard Communication/GHS (29 CFR 1910 Subpart Z, 29 CFR 1910.1200)

- Contractors shall have in place a program that complies with OSHA 1910.1200 to train and instruct employees in the proper use, storage, and cleanup of any chemical or material on site.
- All required PPE, engineering controls, spill cleanup materials will be maintained on site for all hazardous materials brought by contractors onto NJIT worksites.
- Safety Data sheets for any hazardous materials brought by contractors onto NJIT worksites will be maintained on site and provided to NJIT Project Managers and EHS upon request.
- All hazardous materials including but not limited to compressed gasses, fuel, adhesives, solvents, oil based paints and finishes, lubricants, refrigerant gasses, pesticides, fertilizers, and other hazardous materials brought onto the NJIT campus shall be stored in accordance with applicable standards.

OSHA Hazard Communication Standard

https://www.osha.gov/hazcom/ghs-final-rule

OSHA BR-3514, 2012. Hazard Communication Standard – Safety Data Sheets https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf

Hazardous Building Material (29 CFR 1926 Subpart Z, 29 CFR 1926.1101, 29 CFR 1910.1025, 40 CFR Part 761)

- Contractors involved in the abatement of potentially hazardous building materials will follow all applicable
 regulations and standards including those promulgated by OSHA as well as the NJDEP, NJDOL, NJDOH, and US EPA
 as required.
- Abatement plans will be reviewed by NJIT Project Managers and the EHS department prior to the initiation of the abatement activities.
- Hazardous building materials that may require abatement may include asbestos, PCBs, and lead paint.

• Contaminated building materials such as potentially contaminated sheetrock, carpet, or ceiling tiles may also require abatement as part of flooding restoration activities.

29 CFR 1926.1101. Asbestos https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1101 OSHA 3096, 2002. Asbestos Standard for the Construction Industry https://www.osha.gov/sites/default/files/publications/osha3096.pdf US EPA PCBs in Building Materials https://www.epa.gov/pcbs/steps-safe-pcb-abatement-activities https://www.epa.gov/sites/default/files/2021-05/documents/final_pcb_buildings_fact_sheet_05-10-2021_to_upload.pdf https://www.federalregister.gov/documents/2023/08/29/2023-17708/alternate-pcb-extraction-methods-andamendments-to-pcb-cleanup-and-disposal-regulations https://www.ecfr.gov/current/title-40/chapter-I/subchapter-R/part-761 29 CFR 1910.1025. Lead https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1025 OSHA 3142, 2004. Lead in Construction

https://www.osha.gov/sites/default/files/publications/osha3142.pdf

OSHA SHIB 03-10-10, 2013. A Brief Guide to Mold in the Workplace

https://www.osha.gov/publications/shib101003

Housekeeping (29 CFR 1915 Subpart F)

- Contractors will ensure that the worksite and areas immediately adjacent to the worksite are maintained in a clean and orderly manner.
- This includes proper storage of materials, maintaining adequate routes of egress, elimination of slip, trip, and fall hazards, and the regular cleanup of construction debris.
- Contractors are encouraged to clean up at the end of each work shift.

29 CFR 1915 Subpart F. Housekeeping

https://www.osha.gov/laws-regs/regulations/standardnumber/1915/1915.81

Indoor Air Quality (NJAC 12:100-13, 2007, 29 CFR 1926 Subpart D, 1926.57)

- The contractor shall take steps to ensure that dust, odors, and other air contaminants are controlled when working in or near occupied spaces.
- When working in or near occupied spaces, contractors will install temporary work barriers to separate the work area from occupied area of the building.
- Considering the OSHA hierarchy of controls, contractors will seek to substitute less hazardous materials and products when available.
- When working with hazardous, noxious, volatile, or odorous materials and products in or near occupied spaces, contractors will utilize temporary ventilation equipment to further protect building occupants.
- In certain situations, air monitoring may be required to ensure the safety of building occupants.
- If an IAQ problem is discovered, work will stop until the problem can be resolved.

NJAC 12:100-13, 2007. Indoor Air Quality Standard https://www.nj.gov/health/workplacehealthandsafety/documents/peosh/iaq.pdf https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.57

Job Hazard Analysis

- Contractors shall review the project scope of work to understand fully the various tasks that comprise the work.
- Contractor shall identify those aspects of the work that include potentially hazardous materials, operations,
- equipment, and processes and design and implement methods by which the potential hazards can be mitigated.
 Job Hazard Analysis shall be a component of the Site Specific Safety Plan.
- Job Hazard Analysis shall be a component of the Site Specific Safety Plan.
 Examples of high risk work includes but is not limited to: grapp lifts, scaffolding, confined to: grapp lifts, s
- Examples of high risk work includes but is not limited to; crane lifts, scaffolding, confined space entry, utility shutdowns, roof work, hazardous material abatement, hot work, trenching and excavation, etc.

OSHA 3071, 2002. Job Hazard Analysis <u>https://www.osha.gov/sites/default/files/publications/osha3071.pdf</u> <u>https://www.osha.gov/sites/default/files/Job_Hazard_Analysis_Worksheet.pdf</u> <u>https://www.osha.gov/safety-management/hazard-Identification</u>

Ladder safety (29 CFR 1926 Subpart X, 1926.1053, 29 CFR 1910.23)

- Contractors shall ensure that any ladder being used on their site has been inspected for damage prior to and during use.
- Any ladder that is identified as being damaged or defective shall be removed from use immediately.
- Ladders shall be used in accordance with the OSHA requirements for ladders.

29 CFR Subpart X. Stairways and Ladders

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1053 https://www.osha.gov/sites/default/files/publications/portable_ladder_qc.pdf https://www.osha.gov/sites/default/files/publications/OSHA3660.pdf https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.23

Regulatory Inspections

- In the event that an OSHA, PEOSH, or other regulatory agency inspector arrives at the worksite, contractors shall notify their NJIT Project Manager immediately and inform them of the nature of the visit.
- If any violations are discovered, the contractor shall disclose those in a written report to NJIT as well as the corrective actions to be taken.
- Additionally, NJIT's Project representatives shall receive electronic copies of all correspondence or reports to or from the regulatory agency.

Personal Protective Equipment (PPE) (29 CFR 1910 Subpart I, 29 CFR 1910. 140)

- Contractors shall ensure that their employees and any visitors to the job site are wearing the minimum required PPE at all times.
- Additional PPE will be required when working when working with certain tools and performing certain procedures.
- Examples of additional PPE may include but is not limited to fall protection equipment for fall exposures, face shields for demolition saws, hearing protection for jack hammering, respiratory protection for silica exposure, etc.
- Contractors shall consult manufactures instructions and OSHA standards for more information.
- Refer to General Site Safety Guidelines for additional PPE requirements.

29 CFR 1910 Subpart I. Personal Protective Equipment https://www.osha.gov/laws-regs/regulations/standardnumber/1910#1910_Subpart_I

Record Keeping, Incident Reporting, and Major Accident Protocol:

- Contractors shall maintain records of safety training for their employees and shall document any incidents that occur on the NJIT campus (including near misses).
- The contractor shall notify their NJIT Project Manager immediately about any incident that occurs on the jobsite and submit an Incident Report within 24 hours.
- In the event of a significant injury to a person (worker or other member of NJIT community) or building damage has occurred, contractors shall contact NJIT as soon as possible with initial details of the incident.
- NJIT will then initiate the appropriate accident/incident protocols.
- NJIT reserves the right to meet with all responsible parties after an incident occurs to discuss its details, cause, and preventative measures contractors will implement going forward.

Scaffolds (29 CFR 1026.451)

- All scaffolds erected on the NJIT campus must comply with OSHA's requirements.
- In addition, contractors shall implement an inspection system that will be maintained on the scaffold.

29 CFR 1926.451. Scaffolds

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.451 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.454#1926.454(a) https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.453

Sidewalk/Roadway Work:

- Contractors working in or around sidewalks or roadways shall take proper steps to ensure the safety of workers, pedestrians, and all others in the affected area.
- This could mean the modification of a traffic pattern, a flag person(s), or a closure of a sidewalk or road.
- Adequate signage shall be posted, and high visibility clothing be worn.
- All work shall comply NJDOT Work Zone Safety Set-up Guide; Temporary Traffic Control. <u>https://www.nj.gov/transportation/eng/pdf/WorkZoneSafetySetupGuide.pdf</u>

OSHA Fact Sheet, 2005. Work Zone Traffic Safety https://www.osha.gov/sites/default/files/publications/work_zone_traffic_safety.pdf

Site Control and Security Fencing (29 CFR 1926 Subpart C, 1926.34)

- In order to maintain a safe jobsite, it is often necessary for the contractor to isolate their work area from any unauthorized persons.
- This could include fences, gates, temporary walls, or other means of protection.
- These should be inspected periodically to ensure the integrity of the control method.
- In all cases, unobstructed means of egress shall be maintained and exits routes shall be clearly marked.

29 CFR 1926 Subpart C, 1926.34

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.34

Spill Prevention and Response (40 CFR part 112)

- Contractors may have fuels, oils, or machinery which contains these materials on site, as well as other materials which may cause contamination if spilled or released.
- The US EPA requires the development and implementation of a Spill Prevention, Control, and Countermeasures (SPCC) plan for facilities that store oil or oil products at volumes greater than 1,300 gallons total in above-ground storage containers that could reasonably be anticipated to discharge to navigable water or adjoining shorelines,

lakes, rivers, or streams.

- For large construction projects, contractors may be required to implement an SPCC plan for the worksite if the above criteria are met.
- If so required, it is the contractor's responsibility to prepare the SPCC Plan that is specific to the type and volume of hazardous materials to be used/stored during the project. The SPCC Plan provides information on the materials that could cause spills or releases, practices to reduce the possibility of spills and releases, and procedures that need to be undertaken if a spill or release occurs.
- Contractors shall not place above ground storage tanks on an NJIT worksite without review and approval by the NJIT Project Manager and the EHS department.
- All above ground storage tanks placed on NJIT property must be equipped with appropriate secondary containment/spill protection and be protected from vehicular traffic.
- Contractors bringing large amounts of oil products (e.g., greater than 55-gallons) onto the NJIT campus must inform the NJIT Project Manager and the EHS department in advance and discuss regulatory requirements and physical safeguards.
- As described previously, Safety Data sheets for any hazardous materials brought by contractors onto NJIT worksites will be maintained on site and provided to NJIT Project Managers and EHS upon request.
- All hazardous materials including but not limited to compressed gasses, fuel, adhesives, solvents, oil based paints and finishes, lubricants, refrigerant gasses, pesticides, fertilizers, and other hazardous materials shall be stored in accordance with applicable standards.
- Contractors have the primary responsibility for spill prevention, clean-up, and reporting of spills.
- Contractors shall report spills of potentially hazardous materials on the NJIT campus to the NJIT Project Manager and the EHS department immediately.
- Contractors should have spill control materials on site that are sized to the largest expected potential release from containers or equipment.

40 CFR Part 112 Spill Prevention, Control, and Countermeasures <u>https://www.epa.gov/sites/default/files/documents/spccbluebroch.pdf</u> <u>https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-112?toc=1</u>

Trenching & Excavations (29 CFR 1926 Subpart P)

- All excavations or trenching on campus shall comply with the applicable OSHA standards.
- The soil type on campus is typically treated as type XXX unless classified otherwise by a Qualified Person.
- Prior to any excavations on the NJIT campus, contractors are required to submit and have a completed NJ One Call.
- Contractors that uncover an unmarked utility at any time during the course of their work, work shall stop immediately and notify their NJIT Project Manager.
- Clearance to resume will only be given by the NJIT Project Manager and the EHS Department.
- Contractors that strike damage or impact a utility of any kind at any time, shall notify the NJIT Project Manager immediately.
- A competent person must inspect the excavation prior to the start of work and after any event that could have compromised the safety of the trench or excavation.
- These records, along with methods & results of soil testing that may have been conducted shall be available for review by the NJIT Project Manager.

OSHA 2226-10R, 2015.Trenching and Excavation Safety https://www.osha.gov/sites/default/files/publications/osha2226.pdf 29 CFR 1926 Subpart P. Excavations https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1926/subpart-P

Utility Shutdown:

- In order to accomplish certain aspect of a project it may be necessary to shut down certain utility systems.
- Affected systems may include but are not limited to electrical, fire suppression sprinklers, potable water, natural gas, air compressors, and vacuum pumps.
- When fire suppression or fire detection systems are required to be shutdown, contractors shall submit NJIT Fire Watch permits to <u>firesafety@njit.edu</u> at least 72 hours in advance of the project initiation.
- When working in laboratory buildings, shutting down potable water may also shut down water supply to life safety equipment, e.g., emergency eyewash stations, drench hoses, and safety showers, as well as process water used for laboratory experimentation.
- Contractors are required to coordinate all utility shutdowns with the NJIT Project Manager.
- When utility shutdowns have the potential to affect laboratory operations and/or life safety equipment coordination with the NJIT EHS department will also be required.
- In all instances advanced notice is required to be given to the affected building occupants and will be coordinated through the NJIT Project Manager.

NJIT Hot Work and Fire Watch Permits https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/Hot%20Work%20Permit%200 4-28-2021%20Fillable.pdf https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/Fire%20Watch%20Permit%20 04-27-2021%20Fillable.pdf

Electrical Shutdowns (29 CFR 1910.147, 29 CFR 1910. 333, 29 CFR 1926 Subpart K, 29 CFR 1910 Subpart S)

- Contractors shall be responsible for scheduling all electrical shutdown requests with the NJIT Project Manager.
- Contractors shall be responsible for de-energization and energization of electrical equipment within the contractor's scope of work.
- When electrical, or other energetic equipment or services are shut down for service, maintenance, disposal, or for any other reason, contractors shall adhere to the OSHA lockout/tagout (LOTO) standards.
- In addition to following OSHA's LOTO standards, contractors shall ensure that equipment to be serviced or maintained by others shall be de-energized and clearly labeled or tagged as de-energized.
- In instances where equipment is to be disposed of by others, contractors shall ensure that the equipment is deenergized, clearly labeled or tagged as de-energized, and disconnected from the power supply.

29 CFR 1910.147. The Control of Hazardous Energy <u>https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.147</u>
29 CFR 1910.333. Selection and Control of Work Practices - Electrical <u>https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.333</u>

Visitors/Tours:

- NJIT may bring visitors to a project site for a variety of reasons.
- These visits will be coordinated with the Contractor as far in advance as possible so as to not impact the project schedule.
- Contractor shall hold these visitors to the same safety requirements as anyone else on the site.
- Orientation to the site may be required depending on the scope of work at the time of the tour.
- Contractor shall ensure that any recognizable hazards are controlled prior to visitors arriving on site.
- Site safety rules must be strictly adhered to at all times during the tour.

Weather:

- The Occupational Safety and Health Act has no specific regulations addressing employer responsibility for weather-related hazards.
- However, OSHA has cited employers for weather-related exposures using the General Duty Clause, Section 5 (a) (1), that requires that each employer shall furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.
- Regarding worksite safety, contractors shall ensure that jobsites and any equipment or material stored on their jobsite is secured to prevent damage from severe weather.
- This includes the secure storage of equipment, materials, tools, or trash that may potentially fall from a height or be blown off the worksite that has the potential to cause personal injury or damage to property.
- This includes but is not limited to job site fences, building material, construction waste, temporary enclosures, tools, supplies, lifts, and cranes.

OSHA Emergency Preparedness Guide – Cold Stress <u>https://www.osha.gov/emergency-preparedness/guides/cold-stress</u> OSHA Heat Exposure <u>https://www.osha.gov/heat-exposure</u>

References

OSHA 3252-05N, 2005. OSHA Pocket Guide, Worker Safety Series, Construction https://www.osha.gov/sites/default/files/publications/osha3252.pdf

OSHA Fact Sheet, Cranes and Derricks in Construction: Qualified Rigger <u>https://www.osha.gov/sites/default/files/publications/cranes-qualified-rigger-factsheet.pdf</u>

OSHA Fact Sheet, Cranes and Derricks in Construction: Signal Person Qualification https://www.osha.gov/sites/default/files/publications/cranes-signal-person-factsheet.pdf

29 CFR 1926.1400 Subpart CC – Cranes and Derricks in Construction https://www.osha.gov/sites/default/files/laws-regs/federalregister/2010-08-09.pdf

29 CFR 1926.1153. Respirable Crystalline silica <u>https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1153</u>

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29 CFR 1910.146. Permit-Required Confined Spaces https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.146

29 CRF 1926.1203. Confined Spaces in Construction https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1203

29 CFR 1926 Subpart K. Electrical

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926SubpartK

29 CFR 1910 Subpart S. Electrical

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.301

OSHA Fact Sheet 3942, 2018. Working Safely with Electricity <u>https://www.osha.gov/sites/default/files/elect_safety.pdf</u>

OSHA Fact Sheet 3286, 2005. Using Portable Generators Safely https://www.osha.gov/sites/default/files/publications/OSHA3286.pdf

29 CFR 1910.138. Emergency Action Plans

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38 https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartEApp https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.35

29 CFR 1910.178. Equipment - Powered Industrial Trucks https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.178

29 CFR 1910.147. The Control of Hazardous Energy

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.147

OSHA 3146-05R 2015. Fall Protection in Construction

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.140 https://www.osha.gov/sites/default/files/publications/OSHA3146.pdf

29 CFR 1926 Subpart M. Fall Protection

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.501#1926.501 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.502 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.503 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.453

29 CFR 1910.39. Fire Prevention Plans

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.39

29 CFR 1910 Subpart Q. Welding, Cutting, and Brazing

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.252 https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.253 https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.254 https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.255

NJIT Hot Work and Fire Watch Permits

https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/Hot%20Work%20Permit%2004-28-2021%20Fillable.pdf https://www.njit.edu/environmentalsafety/sites/njit.edu.environmentalsafety/files/Fire%20Watch%20Permit%2004-27-2021%20Fillable.pdf

OSHA 2226-10R 2015. Trenching and Excavation Safety https://www.osha.gov/sites/default/files/publications/osha2226.pdf

29 CFR 1926 Subpart I. Hand and Power Tools https://www.osha.gov/laws-regs/regulations/standardnumber/1926#1926 Subpart I

29 CFR 1910 Subpart P. Hand and Portable Powered Tools and Other Hand-Held Equipment https://www.osha.gov/laws-regs/regulations/standardnumber/1910#1910 Subpart P

OSHA Hazard Communication Standard https://www.osha.gov/hazcom/ghs-final-rule

OSHA BR-3514, 2012. Hazard Communication Standard – Safety Data Sheets https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf

29 CFR 1926.1101. Asbestos

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1101

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US EPA PCBs in Building Materials

https://www.epa.gov/pcbs/steps-safe-pcb-abatement-activities https://www.epa.gov/sites/default/files/2021-05/documents/final_pcb_buildings_fact_sheet_05-10-2021_to_upload.pdf https://www.federalregister.gov/documents/2023/08/29/2023-17708/alternate-pcb-extraction-methods-andamendments-to-pcb-cleanup-and-disposal-regulations https://www.ecfr.gov/current/title-40/chapter-I/subchapter-R/part-761

29 CFR 1910.1025. Lead

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1025

OSHA 3142, 2004. Lead in Construction

https://www.osha.gov/sites/default/files/publications/osha3142.pdf

OSHA SHIB 03-10-10, 2013. A Brief Guide to Mold in the Workplace https://www.osha.gov/publications/shib101003

29 CFR 1915 Subpart F. Housekeeping

https://www.osha.gov/laws-regs/regulations/standardnumber/1915/1915.81

NJAC 12:100-13, 2007. Indoor Air Quality Standard

https://www.nj.gov/health/workplacehealthandsafety/documents/peosh/iaq.pdf https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.57

OSHA 3071, 2002. Job Hazard Analysis

https://www.osha.gov/sites/default/files/publications/osha3071.pdf https://www.osha.gov/sites/default/files/Job_Hazard_Analysis_Worksheet.pdf https://www.osha.gov/safety-management/hazard-Identification

29 CFR Subpart X. Stairways and Ladders

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1053 https://www.osha.gov/sites/default/files/publications/portable_ladder_qc.pdf https://www.osha.gov/sites/default/files/publications/OSHA3660.pdf https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.23

29 CFR 1910 Subpart I. Personal Protective Equipment https://www.osha.gov/laws-regs/regulations/standardnumber/1910#1910_Subpart_I

29 CFR 1926.451. Scaffolds https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.451 https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.454#1926.454(a)

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.453

OSHA Fact Sheet, 2005. Work Zone Traffic Safety

https://www.osha.gov/sites/default/files/publications/work_zone_traffic_safety.pdf https://www.nj.gov/transportation/eng/pdf/WorkZoneSafetySetupGuide.pdf

29 CFR 1926 Subpart C, 1926.34

https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.34

40 CFR Part 112 Spill Prevention, Control, and Countermeasures <u>https://www.epa.gov/sites/default/files/documents/spccbluebroch.pdf</u> <u>https://www.ecfr.gov/current/title-40/chapter-l/subchapter-D/part-112?toc=1</u>

OSHA 2226-10R, 2015.Trenching and Excavation Safety https://www.osha.gov/sites/default/files/publications/osha2226.pdf

29 CFR 1926 Subpart P. Excavations

https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1926/subpart-P

29 CFR 1910.147. The Control of Hazardous Energy

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.147

29 CFR 1910.333. Selection and Control of Work Practices - Electrical https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.333

OSHA Emergency Preparedness Guide – Cold Stress https://www.osha.gov/emergency-preparedness/guides/cold-stress

OSHA Heat Exposure https://www.osha.gov/heat-exposure

Contractor Safety Checklist

Section 1. Contractor and Project Information	on
Contractor:	
Subcontractor(s):	
	Project Completion Date:
Contractor's Safety Representative:	
Safety Representative Cell Phone:	
Contractors Project Supervisor:	
NJIT Project Manager:	
Project Location:	
Brief Description of Work:	

Section 2. Project Specific Safety Guidelines

Crane Safety (29 CFR 1926.1400)

Yes 🔲	No 📘	N/A 🔲	Comments:		
Qualified Person:				Competent Person:	

Concrete & Masonry (29 CFR 1926.1153)

Yes 🔲	No 🔲	N/A 🔲	Comments:		
Qualified Person:				Competent Person:	

Confined Spaces (29 CFR 1926.1200, Subpart AA)

Yes 🔲	No 🔲	N/A 🔲	Comments:		
Qualified Person:				Competent Person:	

Demolition, Structural:

Yes 🔲	No 🔲	N/A 🔲	Comments:		
Qualified Person:				Competent Person:	

Electricity (29 CFR 1926 Subpart K, 29 CFR 1910 Subpart S, 29 CFR 1910.333)

Yes 🔲	No 🔲	N/A 🔲	Comments:		
Qualified Person:				Competent Person:	

Emergency Action Plan (29 CFR 1910 Subpart E, 129 CFR 910.138, 29 CFR 1926 Subpart C)

	Yes		No 🔲	N/A 🔲	Comments:
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Equipment Safety (29 CFR 1910.178						
Yes 🚺 No 🚺 N/A 🚺	Comments:					
Fall Protection (29 CFR 1926 Subpar	t M, 29 CFR 1910.140, 29 CFR 1926.453)					
Yes 🚺 No 🚺 N/A 🔲	Comments:					
Qualified Person:		Competent Person:				
Fire Prevention & Protection (29 CFI	R 1910.39)					
Yes 🚺 No 🚺 N/A 🚺	Comments:					
Qualified Person:		Competent Person:				
Ground Disturbance & Penetration (29 CFR 1926 Subpart P)					
Yes 🔲 No 🔲 N/A 🔲	Comments:					
Qualified Person:		Competent Person:				
Hand and Power tools (29 CFR 1910	Subpart P 29 CFR 1926	Subpart I)				
Yes No N/A	Comments:	Susparely				
Hazard Communication/GHS (29 CFI	R 1910 Subpart Z, 29 CFI	R 1910.1200)				
Yes 🚺 No 🚺 N/A 🚺	Comments:					
Hazardous Building Material (29 CFR 1926 Subpart Z, 29 CFR 1926.1101, 29 CFR 1910.1025, 40 CFR Part 761)						
Yes 🚺 No 🚺 N/A 🚺	Comments:					
Qualified Person:		Competent Person:				
Housekeeping (29 CFR 1915 Subpart F)						
Yes No N/A	Comments:					
Indoor Air Ouality (NJAC 12:100-13.	2007, 29 CFR 1926 Subpart D, 1926.57)					
Yes No N/A	Comments:					
Job Hazard Analysis						
Yes No N/A	Comments:					
	Subpart X, 1926.1053, 29 CFR 1910.23)					
Yes 🔲 No 🔲 N/A 🗌	Comments:					
Regulatory Inspections:	Regulatory Inspections:					
Yes 🔲 No 🔲 N/A 🔲	Comments:					
Personal Protective Equipment (PPE) (29 CFR 1910 Subpart	I. 29 CFR 1910. 140)				
Yes No N/A	Comments:	, <u> </u>				

Record Keeping, Incident Reporting, and Major Accident Protocol:

-				•			
Yes		No		N/A		Comments:	
Scaffolds (29 CFR 1026.451)							
Yes		No		N/A		Comments:	
Qual	ified P	ersor	<u> </u>				Competent Person:
Sidew	alk/Ro	oadw	ay Wo	rk:			·
Yes		No		N/A		Comments:	
Site C	ontrol	and	Securit	y Fend	ing (2	9 CFR 1926 Subpart C, 1	926.34)
Yes		No		N/A		Comments:	
Spill P	revent	tion a	nd Res	ponse	(40 CI	R part 112)	
Yes		No		N/A		Comments:	
Trenc	hing &	Exca	vation	s (29 C	CFR 19	26 Subpart P)	
Yes 🔲 No 🔲 N/A 🔲 Comments:				N/A		Comments:	
Qual	Qualified Person:						Competent Person:
Utility Shutdown:							
Yes		No		N/A		Comments:	
Electrical Shutdowns (29 CFR 1910.147, 29 CFR 1910. 333, 29 CFR 1926 Subpart K, 29 CFR 1910 Subpart S)							
Yes		No		N/A		Comments:	
Qualified Person:							Competent Person:
Visito	Visitors/Tours:						
Yes		No		N/A		Comments:	
Weatl	ner:						
Yes		No		N/A		Comments:	

Site Specific Safety Plan Elements: