CONSTRUCTION & MAINTENANCE WORK RULES
1.0 **Purpose**
1.1. New York University is one of the world’s premier universities where the world’s best and brightest faculty and students live and collaborate to further their teaching, research, and learning goals and objectives. NYU’s Facilities and Construction Management organization supports the University’s mission by constructing, operating and maintaining its facilities to ensure that the highest standards of quality and safety are maintained at all times. Facilities and Construction Management retains construction and maintenance contractors to support these objectives, and together Facilities and Construction Management and its contractors are responsible for ensuring that the University’s research, learning and residential environments are not adversely affected by construction and maintenance work.

1.2. The Work Rules outlined herein are intended to ensure that construction and maintenance activity is conducted in a manner which ensures the highest levels of safety and quality while minimizing to the greatest extent possible the risks and disruptions associated with such activity. Contractors are responsible for ensuring that their work is conducted in accordance with all applicable laws, codes, regulations, governing agencies and these work rules at all times; collectively, the foregoing constitute the minimum acceptable work rules and standards. Additional rules and precautions may need to be undertaken as required for specific work to proceed in a safe, non-disruptive manner.

2.0 Definitions

2.1. New York University (NYU) is the owner of the facilities.

2.2. Facilities and Construction Management (FCM) is the entity responsible for constructing and maintaining NYU facilities.

2.3. Project Manager (PM) is NYU Office of Construction Management Representative for the construction project and the project leader.

2.4. Facility Manager (FM) is the manager of the building where the work is being performed and the manager responsible for maintenance and repair projects.

2.5. Contractor is the owner and/or employee of any business that is engaged to perform work for NYU on or in any NYU owned or leased property.

2.6. Service employee is the NYU employee that performs maintenance and/or repair work.

3.0 Application:
3.1. Every contractor and NYU employee on NYU premises is expected to follow these Work Rules and other University policies at all time, and immediately report any environmental, safety, or health concerns to the PM or FM or the NYU FCM Client Services Center at 212-998-1001.

3.2. All construction and maintenance activity shall comply with applicable federal, state, and local codes in addition to these outlined Work Rules and applicable Safe Work Practices. In the event of a conflict between the Work Rules and other regulations relevant to the work, the higher standard that provides the highest level of safety and/or the least disturbance to University operations and/or the neighboring community shall prevail.

3.3. This document does not release the contractor from adhering to all federal, state and local codes, including but not limited to EPA, OSHA, applicable building codes, in addition to all NYU policies and procedures. Please refer to www.nyu.edu/ehs/safety.policies/ for a list of the most current and up to date NYU Safety Policies and Safe Work Practices.

4.0 General Compliance:

4.1. Contractor is responsible for ensuring complete familiarity with the work to be performed, the associated risks and for developing the appropriate communications and risk mitigation plans necessary to ensure that the work proceeds safely, without disruption and in accordance with these work rules. In addition to the rules, notifications, communications and other requirements listed herein, Contractor is required to:

4.1.1. “Check In” with the Facility Manager or his/her designated representative at the beginning of every work shift to review the work to be performed during that shift, to ensure that all appropriate precautions are taken and that the scheduled work can proceed without interruption to University operations and personnel.

4.1.2. “Check Out” with the Facility Manager or his/her designated representative at the end of every work shifts to ensure that the work site and surrounding areas are left in a safe and clean state.

4.1.3. Construction work may only be performed during approved time periods. Proposed hours of construction must be reviewed and approved in writing for each project based on the building or area in which work will occur, and the nature and risk of activity to be performed.

4.1.3.1. In faculty housing properties, work is confined to the hours of 8:00 am until 4:00 pm, Monday through Friday.
4.1.3.2. In student housing properties, work hours will be determined based on the nature of the work, and will generally be limited to 9:00 a.m to 5:00 p.m., Monday through Friday, unless specifically altered in writing by the Facilities Manager and approved by Student Affairs.

4.1.3.3. Exterior work or other work that may be visible to the neighboring community may only be performed between 7:00 am and 4:00 pm (unless building is a residential property, in which case the work hours appropriate to the specific type of residence will apply) Monday through Friday unless specifically altered in writing by the Facilities Manager and approved by University Relations & Public Affairs.

4.2. Contractor is advised that any work that may create noise, dust, vibration, odors, use of chemicals or that requires an outage of critical systems including but not limited to HVAC, electrical, plumbing/water, fire protection, or roofing must be scheduled and approved in writing a minimum of ten (10) business days in advance.

4.3. Contractor is responsible for ensuring that its employees, sub contractors and sub-sub contractors are familiar with the requirements of these Work Rules and that all work covered under the Contractor’s Agreement complies with these rules and other applicable Safe Work Practices at all times.

4.4. Any variance from these rules that may be required or desired to meet the project or maintenance objectives must be agreed to and approved by an Assistant Vice-President or Vice-President in writing prior to such maintenance or construction commencing.

4.5. Contractor shall provide and maintain adequate supervision at all times to ensure contractors and subcontractors are in compliance with the requirements contained herein.

4.6. Safety, health, environmental, and security violations or hazards may result in the work being stopped until the violations or hazards are corrected. All costs associated with stopping the work because of violations or hazards created by the contractor will be the responsibility of the contractor. Any infractions caused by a sub-contractor will be the sole responsibility of the contractor.

4.7. Failure to comply with federal, state, and local legal requirements, the terms and conditions of the contract, or the provisions listed in these Work Rules may result in the removal of a particular contractor employee, employees, or contracting firm from the project or NYU’s approved contractor list.

4.8. NYU employees and Contractor must be aware that many of NYU’s buildings are located within NYC Landmark Districts and additionally may be officially
designated as historical landmarks themselves. Accordingly, care must be taken prior to and during any construction, renovation, maintenance or repair project that may affect landmarked elements, including building lobbies, exteriors and/or surrounding grounds to ensure that all limits imposed by the NYC Landmarks Preservation Commission are known and respected at all times. Additionally, any changes in design or construction that may be desired or required that may conflict with such limitations or permits must be reviewed and approved by University Relations & Public Affairs prior to such changes being implemented.

5.0 Contractor Management Shall:

5.1. Ensure that all contractor’s employees and sub-contractors’ employees understand and comply with the Work Rules at all times.

5.2. Provide to the PM and FM a Safe Work Plan prior to commencing work on NYU property. (see section 8.0 for requirements of the Safe Work Plan)

5.3. Submit a list to the PM of all contact names including the contractor’s project manager, superintendent, and foreman for their company and all major subcontractors and 24 hour contact numbers for the above listed people.

5.4. Ensure that contractor’s and sub-contractors’ employees keep work areas free of hazards to safety, health, or other environmental hazards.

5.5. Keep the PM and FM advised of any work or conditions which may adversely affect the safety of personnel or impair NYU property or security.

5.6. Maintain clear paths of egress as per the code. Follow the outlined process prior to alteration of any path of egress both internally and externally.

5.6.1. Notify the FM or PM of the need for such closure.

5.6.2. Develop a plan for the closure including, but not limited to, the following

5.6.2.1. Plan of existing conditions.

5.6.2.2. Plan of proposed changes.

5.6.2.3. Timeline for work.

5.6.3. Submit plan to the architect of record for review and approval and the OCM Code Compliance Department for information.
5.6.4. Submit approved plan to the FM or PM a minimum of two weeks prior to work commencing; PM and/or FM to ensure that temporary signage and egress paths are posted prior to construction commencing.

5.7. Notify the PM or FM immediately of any:

5.7.1. OSHA recordable accident or other serious contractor or subcontractor injury/illness that occurs while on the NYU site. NYU PM or FM to immediately notify NYU Insurance & Risk Management.

5.7.2. Incidents involving damage to NYU property. NYU PM or FM to immediately notify NYU Insurance & Risk Management.

5.7.3. Incidents involving injury to NYU personnel, contractors, students, or all other non-NYU personnel on site. NYU PM or FM to immediately notify NYU Insurance & Risk Management.

5.8. Submit a copy of an accident investigation report to the PM and FM including corrective actions to prevent a reoccurrence within three working days of the date of an incident. NYU PM or FM to provide copy to NYU Insurance & Risk Management.

5.9. Contractor management will review, understand and sign a Hazardous Waste Minimization and Disposal Program Form prior commencing work. A copy of the signed Form will be given to PM for review and approval. A copy of the form may be found at http://www.nyu.edu/fcm.

5.10. Provide a copy of all Material Safety Data Sheets for products or chemicals to be used at NYU to the PM/FM prior to bringing these chemicals onsite. A copy of these MSDSs will be kept in contractor management office at NYU.

5.11. Provide a copy of the required Noise Mitigation Plan to the PM/FM as required by the NYC Noise Code.

6.0 Contractor Employees Shall:

6.1. Follow all NYU emergency instructions and OSHA regulations as outlined in the NYU Safety Policies and Safe Work Practices.

6.2. Maintain a clean, safe and controlled work area. The work area must be secured/protected to prevent unauthorized personnel from entering.

6.3. Not smoke in or on NYU premises, including terraces and roofs or within 15’ of any outside air intake or building entrance.
6.4. Comply with Control of Hazardous Energy (Lockout/Tagout) and/or Electrical Safety sections of this guide when servicing or maintaining equipment.

6.5. Obey all posted signs.

6.6. Use/wear PPE (Personal Protective Equipment) appropriate for the work being done.

6.7. Report imminent danger or hazardous conditions/acts to their supervisor for immediate correction.

6.8. Not enter restricted areas including occupied areas outside the immediate work site without authorization and/or escort.

6.9. Barricade work areas that may expose non-associated personnel to hazards.

6.10. Maintain security into the work site. The site shall be secured at all times. At no time shall doors into the work site be left open and unattended. Work on any building roof may require additional security and access controls to prevent unauthorized roof access.

6.11. Implement all controls and ensure all necessary protection is in place before starting work.

6.12. Use ladders, step stools, or access stairways to access items and work areas above their reach. Furniture and equipment shall not be used in place of a ladder.

6.13. Review any work activity that may impact hazardous materials or that could create noise, dust, chemical vapors, spills, or flying debris or that involve or require the use of any chemical products with the supervisor before starting the work. Written permission is required from the PM or FM prior to such work commencing.

6.14. Not use any NYU services or equipment unless directed or approved by the PM or FM.

6.15. Take care when working near NYU office, laboratory, or computer equipment to ensure that they do not damage or otherwise disturb the equipment.

6.16. Not exhibit inappropriate behavior, such as:


6.16.2. Creating excessive noise (for example, radios, yelling, whistling, etc.)
6.16.3. Using abusive, profane, or otherwise inappropriate language, including without limitation, the use of racially offensive or insensitive speech or sexually explicit speech.

6.16.4. Comments to pedestrians.

6.16.5. Smoking, eating or loitering within 15 feet of the building worksite. This includes plazas, or plaza walls on NYU property. In inclement weather prior permission may be granted to eat within the work site.

6.16.6. Fraternization or other inappropriate association with NYU personnel of community member on site.

6.17. Not bring the following on site:

6.17.1. Alcoholic beverages.

6.17.2. Radios.

6.17.3. Offensive images, including on T-shirts, hats or other apparel.

6.17.4. Narcotics or controlled substances.

6.17.5. Firearms, weapons, and/or ammunition.


6.17.7. Unaffiliated people (i.e. friends, family members or others not employed to work on project).

6.18. Comply with Hot Work and Confined Space Entry OSHA regulations and NYU policies.

7.0  Permits and Approvals:

7.1. Some activities may require NYU-issued permits, approvals, or acceptances. Examples include, but are not limited to, the following:

7.1.1. Confined Space Entry (reference NYU Safe Work Practice 153)

7.1.2. Hot Work (reference NYU Safe Work Practice 138)

7.1.3. Lockout/Tagout (reference NYU Safe Work Practice 155)

7.1.4. Exhaust System Work (Reference NYU Safe Work Practice 164)
7.1.5. Laser or X-ray use (Reference NYU Safe Work Practice 118)(Contact Radiation Safety for X-ray use requirements)

7.1.6. Powered Industrial Vehicle Use (Reference NYU Safe Work Practice 160)

7.1.7. Radiation Source and Equipment Work

7.1.8. After hour and weekend permits

7.1.9. Impairment process (reference NYU Safe Work Practice 132 and 135)

7.1.10. Hazardous Waste Minimization and Disposal Program

7.1.11. Noise Mitigation Plan

7.2. Contractors shall contact the PM or FM to obtain NYU-issued approval or permits prior to the relevant work being performed.

7.3. Contractor shall obtain authority from FM for all shutdowns, building access, deliveries, etc.

8.0 **Safe Work Plan**

8.1. A copy of NYU’s Safe Work Plan can be found at [http://www.nyu.edu/fcm](http://www.nyu.edu/fcm).

8.1.1. All responses must be completed or filled in with N/A for ‘not applicable’.

8.1.2. Safe Work Plan shall be submitted to the PM at least one week prior to the start of any work.

8.2. The Safe Work Plan is not meant to replace or relieve persons from compliance with the Contractor’s Company Safety Program or the Site Safety Plan required by the local, state, federal and OSHA, or any other regulatory agency.

8.3. All NYU Construction projects, both interior and exterior, shall have in place a Safe Work Plan.

8.4. The Safe Work Plan shall be updated during the course of the project as necessary.

8.5. The Safe Work Plan shall be posted on the job as well as on file with the PM/FM and a copy provided to NYU Insurance & Risk Management.

8.6. The Safe Work Plan outlined herein is intended to ensure that construction and maintenance activity is conducted in a manner which ensures the highest levels
of safety and quality while minimizing to the greatest extent possible the risks and disruptions associated with such activity.

9.0 Potentially Hazardous Areas

9.1. Contractors shall take extra precautions when working in, on, or around sensitive areas. These areas include, but are not limited to:

9.1.1. Laboratories (Reference NYU Safe Work Practice 108).


9.1.3. Electrical circuits/equipment (Reference NYU Safe Work Practice 156).

9.1.4. High noise level areas (Reference NYU Safe Work Practice 114).

9.1.5. High voltage electrical areas (Reference NYU Safe Work Practice 157).

9.1.6. Ionizing and non-ionizing radiation areas (Reference NYU Safe Work Practice 118) (Contact Radiation Safety for ionizing radiation requirements).

9.1.7. Laser installations.

9.1.8. Mechanical equipment rooms.

9.1.9. Roofs (Reference NYU Safe Work Practice 164).

9.1.10. MRI Instruments (Reference NYU Safe Work Practice 118).

9.2. Contractors shall review all projects to determine the hazards associated with the work and the area and shall develop work plans for review and approval by PM for mitigating hazards.

9.3. Contractors shall follow all warning signs, signals, and devices.

10.0 Asbestos: (Reference NYU Safety Policy 115)

Only NYU-approved abatement contractors and consultants shall be used on any construction project. The abatement contractor is responsible for all regulatory filings for abatement. The abatement contractor is also responsible for ordering the asbestos waste dumpster through an NYU-approved waste hauler. The abatement contractor must provide the PM and EHS with the order form, drop form, list of projects in each dumpster and the waste manifest.
10.1. Asbestos work shall comply with federal, state, and local legal requirements including, but not limited to, the following and shall be performed under direct contract with NYU:

10.1.1. NYSDOL Code Rule 56
10.1.2. OSHA 29 CFR 1910.1001
10.1.3. NYC Title 15, Chapter 1
10.1.4. EPA 40 CFR Part 763 and Part 61 Subpart M

10.2. Prior to starting a project the Contractor shall obtain a copy of the ACP5 asbestos report from NYU. However, if the Contractor suspects that an area may contain asbestos the Contractors shall notify the PM or FM. The Contractor shall not remove or disturb asbestos, or material suspected of containing asbestos. The PM will provide survey or abatement information for the work area to the Contractor.

10.3. Asbestos may be contained in, but is not limited to, the following:

10.3.1. Adhesives, caulking and mastics
10.3.2. Ceiling areas (plaster, tiles, etc.)
10.3.3. Flooring
10.3.4. Thermal System Insulation (insulation on pipes, ducts, boilers, tanks, etc.)
10.3.5. Sprayed on fireproofing
10.3.6. Valve packing and gaskets
10.3.7. Transite panels
10.3.8. Window Caulking
10.3.9. Fire Doors
10.3.10. Ceramic Tiles
10.3.11. Glazed Brick

10.4. If there is damage to materials or items suspected of containing asbestos, contractors shall:
10.4.1. Stop the work immediately

10.4.2. Isolate the area

10.4.3. Protect materials or items from further damage

10.4.4. Report the problem to the PM and/or FM

11.0 Chemicals: (Reference NYU SafeWork Practice 108)

11.1. Prior to the commencement of a project the Contractor shall develop binder of all MSDS sheets for products or chemicals to be used on the project, including any chemicals used by all subcontractors. The binder shall be located in the Contractor’s on-site office. The Contractor shall keep this book up to date during the course of the project. The binder shall be reviewed periodically with the PM. Only Chemicals that have been reviewed and approved by the PM shall be used.

11.2. Chemicals include, but are not limited to:

11.2.1. Acids, bases.
11.2.2. Adhesives, glues, cements, epoxies.
11.2.3. Caulks and sealants.
11.2.4. Caustics.
11.2.5. Cleaners, bleaches, detergents.
11.2.6. Combustible or flammable materials.
11.2.7. Compressed and liquefied gas.
11.2.8. Core solder.
11.2.9. Toxics.
11.2.10. Reactives.
11.2.11. Floor coatings.
11.2.13. Insulation materials.
11.2.15. Refrigerants.
11.2.16. Solvents, thinners.

11.3. Contractor shall make every effort possible to use non-hazardous materials. NYU may require the Contractor to submit documentation stating that no other less hazardous chemicals can be used to accomplish the project. NYU reserves the right to prohibit the use of certain materials.

11.4. Contractors using chemicals at NYU shall comply with the following requirements:
11.4.1. Only approved chemicals can be used and all restrictions must be followed.

11.4.2. Contractor chemicals, including gas cylinders, are to be identified by the manufacturer’s label or with the name as it appears on the Material Safety Data Sheet (MSDS), and the appropriate hazard warning(s).

11.4.3. Contractors shall follow the manufacturer’s instructions and precautions and any additional rules requested by NYU.

11.4.4. All work involving chemicals shall be conducted in a manner that will minimize exposure to occupants.

11.4.5. Before starting work that involves chemicals, contractors shall identify where the nearest ANSI approved eyewash and/or shower is located (if needed). Contractors shall supply their own eyewash and/or shower if none is located within 25 feet of the work site.

11.4.6. Contractors shall maintain negative pressure in any interior area where paints, glues, solvents, or volatile chemicals are used, in order to control nuisance odors and protect personnel in the work area and in adjacent areas. Contractor shall notify PM and FM of time and duration of work. Contractor may be required to work off hours to minimize disruption to occupants.

11.4.7. When using chemical products in exterior areas, Contractor shall carefully evaluate the area and identify all potential points of entry for vapors, fumes or odors to enter interior spaces. Contractor shall work with PM and FM to notify interior occupants of work prior to its commencement and shall take all necessary and prudent precautions to seal such points of entry. Points of entry may include windows, outside air intakes, doors, vents, shafts and the like.

11.4.8. Chemical containers will be kept closed when not actually being used.

11.5. Flammable and combustible liquids shall be handled/ stored in approved containers and shall not be exposed to excessive heat or ignition sources. Flammable liquids shall be removed from NYU at the end of each work shift.

11.6. Flammable liquids or gases shall not be used or stored with combustible materials, such as wood, paper, etc.

11.7. Overnight storage of chemicals, chemical waste, or chemically contaminated materials is not allowed on NYU premises.

11.8. Incompatible materials shall never be stored together.
11.9. To prevent spontaneous combustion, wiping cloths contaminated with combustible or flammable materials shall be placed in an approved hazardous waste container when not in use. The contractor is responsible for the proper regulatory labeling of this container. Container will be removed at end of each work shift for proper disposal.

11.10. Contractors are not permitted to handle or relocate any hazardous NYU material and/or chemicals prior to or while performing any contract work. Contractors shall notify the PM or FM to have the item(s) relocated.

11.11. Chemicals shall be properly transported, stored, handled, and contained to prevent spills, leakage, or release to the environment. Spills, leaks, or any release to the environment is to be reported immediately to the FM.

11.12. At the end of each work shift and when the work is finished, the contractor shall remove any contractor-owned chemicals from the site.

11.13. Universal Waste, such as light bulbs and ballasts shall be disposed of through NYU’s Universal Waste disposal program. The Contractor shall estimate the number of bulbs and ballasts to be removed from the construction area and request appropriate shipping containers through the PM, who will in turn, make a request to EH&S at least one week in advance of requested delivery date.

11.14. Lead waste will be discarded as hazardous waste from an academic facility and depending on quantity, as construction and demolition (C&D) waste from residential buildings. The latter’s waste must go to a lined landfill approved to accept C&D waste. The location of the landfill must be provided to the PM and EH&S.

11.15. When contractors are working in occupied spaces and may potentially be exposed to NYU hazardous materials, the PM and/or BM will contact EH&S for a hazard determination.

12.0 Environmental: (Reference NYU Safe Work Practices 101 and 107)

12.1. Contractors shall not spill, discharge, or release any hazardous material, chemical or petroleum product upon or from the NYU property. A release is defined as any unplanned release, leaking, pumping, pouring, emitting, dumping, discharging, emptying, or disposing of a hazardous material, chemical or petroleum product (including wastewater or chemically treated water) from primary containment.
12.2. Contractor equipment used on NYU premises shall be properly maintained. If equipment is found to be leaking, it shall be contained immediately, stopped, and repaired. All associated costs including cleanup will be the sole responsibility of the Contractor.

12.3. Contractors working at NYU shall be aware of the spill reporting requirements:

12.3.1. If a chemical or unknown liquid is spilled, discharged, or released on NYU property, the Contractor shall immediately call the emergency number listed in the Emergencies and Accidents section of this guide.

12.3.2. The Contractor shall remain on the site, at a safe distance, until released by NYU.

12.3.3. When a spill, discharge, or release is directly attributable to a contractor, their subcontractor, or supplier, the contractor shall provide any necessary assistance required to identify the cause of the release and to clean up the release. The Contractor shall immediately minimize the impact or spread until PM or FM can be notified.

12.3.4. Any chemical spill, discharge, or release at NYU caused by a contractor, shall be cleaned up to NYU’s satisfaction. NYU may elect to arrange for cleanup by an Environmental Response/ Cleaning Contractor. All associated cleanup costs are the responsibility of the responsible Contractor.

13.0 **Compressed gas cylinders: (NYU Safe Work Practice 104)**

13.1. Contractors shall notify the PM before bringing compressed gas cylinders to NYU. Contractors shall follow all use restrictions obtained with approval, in addition to all local, state and federal applicable laws.

13.2. Compressed gas cylinders shall:

13.2.1. Be legibly marked (stenciled, stamped, or tagged), according to the current ANSI standards, with the name of the material contained. Cylinder must have valid hydrostatic test date displayed.

13.2.2. Use the appropriate Compressed Gas Association (CGA) fitting. Adapters are not permitted.

13.2.3. Be removed from the site daily and at the end of the project unless authorized by the PM.

13.3. The contractor’s company name shall be identified on any cylinder.
13.4. Gas cylinders that are damaged or contain a buildup of scale or rust shall not be brought on site.

13.5. Hose lines shall be properly rated, regularly inspected, and tested for leaks.

13.6. Contractors working with or transporting compressed gases shall have appropriate safety training in the use and handling of compressed gases and cylinders through their employer.

13.7. When transporting cylinders, contractors shall:

   13.7.1. Install valve protection caps.
   13.7.2. Secure to a suitable hand truck or cart.
   13.7.3. Never carry by the bottle valve, regulator, or protective cap.
   13.7.4. Never roll or drag – use an approved cart.
   13.7.5. Never drop or allow to strike other cylinders or surfaces.
   13.7.6. Either cradle or have two persons carry the cylinder when transporting to the roof or basement, or in between floors (when no elevator present).

13.8. Ensure that all compressed gas cylinders, whether in use, in transit, or in temporary storage, are fastened securely in an upright fashion by a chain, strap, or a rigid restraining bar or structure.

13.9. Valve protection caps shall always be installed on stored cylinders and cylinders not in use.

13.10. Cylinder valves shall be closed when not in use and at the end of the day’s work.

13.11. Flammable gases cannot be stored at NYU overnight.

13.12. Regulators shall be approved for the specific compressed gas being used. They shall not be interchanged.

13.13. Cylinders shall be kept far away from welding or cutting operations so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be used.

13.14. Cylinders shall not be placed where they could come in contact with an exposed electrical circuit.

13.15. Acetylene cylinders shall not be transported, used, or stored in the horizontal position since this could result in a leak of flammable liquid.
13.16. Oxygen cylinders must be stored separately from acetylene cylinders in a well-protected, well-ventilated, dry location, at a minimum distance of 25 feet or by a minimum five foot barrier with a fire rating of 30 minutes.

14.0 **Confined Space : (Reference NYU Safe Work Practice 153)**

Contractors are responsible for their own confined space entry procedures and training as required by OSHA regulations 29 CFR 1910.146 and 1926.21. The contractor will provide all equipment required for safe entry, rescue and to limit access to only authorized personnel.

14.1. For the purposes of this section, a confined space includes, but is not limited to, a manhole, tank, pit, vault, boiler, or excavation that:

14.1.1. Is large enough that a person can bodily enter and perform work;
14.1.2. Has limited or restricted means of entry or exit; and
14.1.3. Is not designed for continuous occupancy.

14.2. In addition, the confined space shall be treated as a permit required confined space if it may contain one or more of the following:

14.2.1. A potentially hazardous atmosphere.
14.2.2. A material that has the potential to engulf an entrant.
14.2.3. An internal shape that could trap or asphyxiate.
14.2.4. Any other serious safety or health concerns.

14.3. Special hazards may be present in a confined space. Therefore, a confined space permit must be obtained and signed off by the Central Heating Plant (CHP) Supervisor if in the plant or FM prior to entering a confined space.

14.4. Contractors shall not enter any confined space without the authorization of the PM or FM.

14.5. Contractors shall comply with all the requirements of OSHA 29 CFR 1910.146 – “Permit Required Confined Spaces.”

14.6. Contractors shall have a written confined space entry plan available for review, on site at all times.

14.7. Contractors shall show evidence to the PM or FM of appropriate confined space training, prior to a contractor employee entering a confined space.

14.8. Contractors shall provide their own atmospheric testing equipment.

14.9. Confined space entry requirements are as follows:
14.9.1. CONTRACTOR TRAINING: Entry team members shall be trained to the appropriate level for the work they are performing (entrant, attendant, or supervisor).

14.9.2. HAZARD EVALUATION: Prior to entry, an evaluation of the hazards within a space shall be made and communicated to the entry team members.

14.9.3. SECURING COVERS AND BARRIERS: Confined space covers and doors shall be opened and maintained clear of obstructions during an entry. Suitable barricades shall be placed around open confined spaces.

14.9.4. ISOLATION: Process by which a confined space is removed from service and completely protected against the release of energy and materials into the space.

14.9.5. REMOVAL OF CONTENTS: Confined spaces shall be clean and free of hazardous materials or chemicals and, where necessary, purged by water or other equivalent means. Disposal of materials shall be in a manner authorized by the PM and EH&S.

14.9.6. CONTROL OF HAZARDOUS ENERGIES: All hazardous energy sources shall be isolated and controlled. Examples of energy sources are electrical, mechanical, hydraulic, pneumatic, chemical, and thermal. See Control of Hazardous Energy (Lockout/Tagout) for more information.

14.9.7. ATMOSPHERIC TESTING AND MONITORING: Prior to entry, the atmosphere in the confined space shall be tested for oxygen, flammable gases, and potential toxics. Monitoring of the confined space shall be done on a continuous basis while working inside the space.

14.9.8. VENTILATION: All confined spaces shall be ventilated by the use of a positive pressure ventilation system arranged to avoid recirculation of contaminated air.

14.9.9. ENTRY ATTENDANT: At least one trained attendant shall be required to remain at the confined space entrance during an entry.

14.9.10. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SAFETY EQUIPMENT: Contractors shall supply their personnel with all equipment and training required for an entry.

14.10. If any unforeseen hazardous conditions are encountered during entry, the confined space shall be evacuated and the PM notified immediately. The permit is automatically terminated at the time of evacuation.
14.11. Upon completion of the entry, the contractor shall:

14.11.1. Notify the PM and/or permit issuer that the entry is complete so that the permit can be closed out.

14.11.2. Discuss the entry and any problems encountered in the confined space with the PM.

15.0 Control of Hazardous Energy (Lockout/Tagout): (Reference NYU Safe Work Practice 155)

15.1. Contractors who maintain or service equipment where the unexpected energization, start-up, or release of hazardous energy could cause injury shall develop and use written lockout/tagout (LOTO) procedures that comply with OSHA 29 CFR 1910.147 and other NYU requirements.

15.2. The procedure shall include the following steps:

15.2.1. Removal of Equipment from Service

15.2.1.1. Preparation for shutdown (including notification of affected employees).
15.2.1.2. Shutdown of Equipment.
15.2.1.3. Isolation of Equipment.
15.2.1.4. Application of LOTO Device(s).
15.2.1.5. Dissipation of Stored Energy.
15.2.1.6. Verification of Isolation.

15.2.2. Release of Equipment from LOTO.

15.2.2.1. Inspection of Equipment/Area.
15.2.2.2. Notification of Employees.
15.2.2.3. Removal of LOTO Device(s).
15.2.2.4. Operation of Energy Isolation Device(s).

15.3. Contractors shall review their LOTO procedures with the PM and FM before starting maintenance or service.

15.4. The PM will ensure that all persons maintaining or working on the system understand and comply with the Contractor’s LOTO procedure.

15.5. During maintenance or service, all hazardous energy sources capable of being locked out shall be locked out and tagged. EXCEPTION: Hazardous energy sources incapable of being locked out shall be tagged out and additional safety measures shall be taken to reduce the likelihood of them being energized.
Examples of energy sources are electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and pressure within pipes.

15.6. Contractors are responsible for providing their own LOTO devices.

15.7. LOTO devices consist of locks, chains, blocks, etc., that are used to disable potentially hazardous energies during the maintenance or service of equipment, including piping systems.

15.8. Lockout devices shall be accompanied by a tagout device to indicate the identity of the individual applying the lockout device and to warn against the hazardous conditions if the equipment were to be energized.

15.9. Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as, "Do Not Start," "Do Not Open," "Do Not Close," "Do Not Energize," "Do Not Operate."

15.10. Individuals shall never disturb, bypass, defeat, tamper with, ignore, or attempt to operate any devices or start up any equipment that has a tag affixed to it. The tag shall only be removed by the individual that affixed it.

15.11. The lock key is to be retained by the individual performing the work, and only this individual is authorized to remove the LOTO devices upon completion of the work. Where more than one individual is working on the same piece of equipment, each shall place their own LOTO device on the hazardous energy source and retain their own key.

15.12. Before removing LOTO devices, the contractor shall contact the PM and FM to ensure that all affected individuals is notified.

### 16.0 Elevators, Cranes and Hoisting Equipment:

16.1. When an elevator shaft is used to load materials and equipment into a building the following procedures must be followed:

16.1.1. Stable, unmovable barricade must be placed in front of the open shaft and remain in place at all times while the shaft is open;

16.1.2. A credentialed elevator mechanic must land the car and take the car completely out of service using lock-out/tag-out of the main line for the duration of the work.

16.2. Only an NYU-approved elevator mechanic may repair, alter, remove lock-out/tag-out devices or put an elevator car back in service.
16.3. Sidewalk cars may not be used to transport passengers. These cars may only be used for the transport of materials and/or equipment within the ratings of the car.

16.4. All elevators (passenger, freight, sidewalk) must be operated within its maximum weight capacity; the capacity is posted inside the cab.

16.5. Elevators shall not be landed below the floor.

16.6. If an elevator is observed not to level with the floor, this condition must be reported to the FM.

16.7. No one shall be allowed to enter an elevator shaft except for credentialed elevator mechanics. If it is required to perform work inside an elevator shaft, a credentialed elevator mechanic must be present at all times.

16.8. Safety devices, including audible devices on any elevator may not be disabled or muffled at any time for any reason.

16.9. Cranes and hoisting equipment are powered or manually operated devices used to lift, or to lift and transport, suspended loads. Special precautions are necessary to control hazards associated with hoisting operations. Notice of work requiring the use of cranes or hoists shall be provided to the SVP-Operations prior to work commencing.

16.10. Hoisting equipment includes, but is not limited to, hoists, cranes, slings, shackles, grabs, beams, gantries, and lifting bars.

16.11. Prior to any cranes and hoisting equipment being brought on to NYU property contractor shall obtain an approved plan from the authority having jurisdiction.

16.12. Hoisting equipment shall be designed, built, and rated to withstand the applied load. The equipment shall be prominently marked with the rated load.

16.13. Contractor is responsible for ensuring that the existing structure can adequately support the hoisting equipment and applied load.

16.14. Defective equipment shall be taken out of service, tagged and remove immediately from NYU premises.

16.15. Operators shall be trained in the operation and safe use of hoisting equipment.

16.16. Load locks shall be swivel-type and self-latching.
16.17. Hoisting equipment shall not be used to lift people unless it is designed and approved for that purpose.

16.18. The areas within the swing radius shall be barricaded to prevent people from entering.

16.19. Personnel shall be kept clear of loads about to be lifted and of suspended loads.

17.0 Electrical Equipment

17.1. Electrical safety-related practices required by OSHA and applicable NRPA codes shall be used to prevent electric shock or other injuries when work is performed near or on equipment or wiring. These practices include, but are not limited to, the following:

17.1.1. Exposed live electrical parts shall be de-energized, locked out and tagged before working on or near them. See Control of Hazardous Energy for more information. (HRAN)

17.1.2. Nonmetallic safety glasses shall be worn per NFPA requirements.

17.1.3. Conductive jewelry shall NOT be worn.

17.1.4. Circuits shall be checked with proper equipment before work is started to ensure that no voltage is present.

17.1.5. If de-energizing exposed live electrical parts is not feasible, then the use of special work techniques and equipment (such as insulated tools) to safely do so will be required.

17.2. Portable electrical equipment (Hand held and powered hand held tools) shall be: (Reference NYU Safe Work Practice 150)

17.2.1. Double insulated or properly grounded.
17.2.2. Appropriate for the work environment.
17.2.3. Kept in good repair
17.2.4. Have attachment cords that comply with the applicable requirements for extension cords.

17.3. Extension cords shall: (Reference NYU Safe Work Practice 157)

17.3.1. Be properly rated for the attached equipment.
17.3.2. Not be used if caps and plugs are damaged.
17.3.3. Not be used if outer jacket is damaged.
17.3.4. Not be placed in such a way to cause a tripping hazard.
17.4. Receptacle outlets of 120 volts on all construction projects shall have approved ground-fault circuit interrupters (GFCI) for personal protection.

17.5. GFCI devices shall be used on power circuits serving outlets in damp, wet, or outdoor locations.

17.6. Temporary wiring shall be de-energized when not in use. All temporary wiring must be protected by GFCI.

17.7. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb unless the reflector construction is such that the bulb is deeply recessed, and shall be protected by a GFCI.

17.8. Temporary lights shall not be suspended by their extension cords unless cords and lights are designed for this means of suspension.

17.9. If conductors and wires need to be left temporarily exposed, they shall be de-energized and positioned so as not to cause physical hazards.

17.10. Listed, labeled, or certified equipment shall be installed and used in accordance with the instructions included in the listing, label, or certification.

18.0 **Emergencies:**

18.1. In case of fire or life-threatening emergency, call 911.

18.2. In case of accident, spill, or any other emergency, contractors shall:

   18.2.1. Dial Public Safety at 8-2222 from an NYU in-house phone or 212-998-2222 (non-NYU telephone)

   18.2.2. Provide the following information:

      18.2.2.1. Type of emergency
      18.2.2.2. Location of the emergency
      18.2.2.3. Caller’s name
      18.2.2.4. Caller’s telephone number
      18.2.2.5. Company name
      18.2.2.6. Project name

   18.2.3. If safe to do so, stay on the line to answer questions or get information about what to do until help arrives.

   18.2.4. Hang up only when you are told to do so or to avoid imminent threats.
19.0 **Accidents and Injuries:**

19.1. Contractors are responsible for any injuries to workers on their job site. This responsibility includes the obligation to call an ambulance and to notify the proper medical personnel in case of an accident.

19.2. Contractors shall notify the PM immediately of any:

19.2.1. OSHA recordable accident or other serious contractor or subcontractor injury/illness that occurs while on NYU property.

19.2.2. Incidents involving damage to NYU property.

19.2.3. Incidents involving injury to NYU personnel, contractors, students, or all other non-NYU personnel on site.

19.2.4. Incidents that include any unexpected or unplanned occurrence that may have presented a risk to people or property i.e. “close calls.”

19.3. Contractors shall submit to the PM and FM a copy of the accident investigation report no later than three working days from the date of the incident including corrective actions to prevent a reoccurrence.

20.0 **Evacuations:**

20.1. Contractors shall immediately shut down tools and/or operations and leave through the nearest exit if a fire alarm sounds.

20.2. Contractors shall not return to their work site until given authorization to do so.

21.0 **Emergency Equipment:** *(See NYU Safe Work Practices 132 and 135)*

21.1. Contractors shall supply all emergency/safety equipment required for the project they are working on.

21.2. Any proposed movement, relocation, or work on NYU fire alarm systems, sprinklers, eye washes, showers, fire extinguishers, or first aid equipment shall be approved and coordinated by the PM and FM.

22.0 **Fall Protection:**

22.1. Fall protection equipment, Personal Fall Arrest System, shall meet the performance requirements of ANSI A10.14
22.2. DO NOT secure lifelines and lanyards to any sprinkler system or utility piping.

22.3. Personal fall arrest system must be utilized when working within 10 feet of the perimeter of any structure, shaft way, or other opening where workers are exposed to a fall in excess of six feet. Lifelines shall not be secured to sprinkler systems or utility piping.

23.0 Fire Prevention: (Reference NYU Safe Work Practice 136)

23.1. If there is a fire, contractors will pull the nearest alarm and evacuate the building. If the pull station does not work or there are no pull stations, once out of the building, the contractor will call 911 and Public Safety at X82222 or 212-998-2222.

23.2. NYU fire equipment (fire extinguishers, sprinklers, etc.) shall not be used, moved, blocked, or otherwise disabled unless approved by and coordinated with the PM. (See Section 22.0)

23.3. Contractors shall furnish their own fire extinguishers of sufficient size, type and quantity when required for the type of work being performed.

23.4. Smoking:

23.4.1. Smoking is strictly prohibited in all NYU buildings and in some areas outside NYU buildings (for example, roof tops, terraces, near outside air intakes and building entrances).

23.4.2. Obey smoking restrictions where posted.

23.4.3. Smokers shall not congregate within 15 feet of building entrances or obstruct sidewalks.

23.4.4. Dispose of smoking materials in appropriate receptacles, not trash containers or the pavement.

23.5. All smoke detectors shall be covered during construction to prevent unnecessary false fire alarms. (Reference NYU Safe Work Practice 132)

23.6. At a minimum a pull station and one horn/strobe shall be maintained at each stair in areas under construction.

23.7. If any part of the fire alarm or fire suppression system is to be removed from service for any length of time, the FM must be notified. It will be the responsibility of the FM to notify NYU’s insurance carrier and FDNY of such impairment.
23.8. If any part of the fire alarm or fire suppression system is to be removed from service for any length of time, including individual sprinkler heads, standpipe, etc., it shall be the responsibility of the contractor to provide a Fire Guard in compliance with the New York City Fire Code for the full duration of the impairment.

24.0 **Hot Work: (Reference NYU Safe Work Practice 138)**

24.1. A Hot Work Permit must be issued by the NYU FM prior to the commencement of any welding, flame cutting, brazing and soldering processes:

24.1.1. Prior to the decision to conduct hot work operations including, but not limited to cutting, brazing, grinding, soldering, welding, pipe thawing and torch applied roofing the contractor shall review the project in order to determine if there is a practical and safe way to complete the project without hot work.

24.1.2. Contractor supervisors shall inspect the proposed work area and familiarize themselves with the conditions and potential hazards.

24.1.3. Contractor shall ensure all hot work equipment is in proper working order and in a fire safe condition. Any equipment deemed to be unsafe will not be used and will be removed from the building. Submit work plan for review and approval and coordinate deactivation of fire/smoke detectors.

24.1.4. The work effort needs to be thoroughly discussed with the FM to preclude accidental activation of fire alarm systems for issues such as

24.1.4.1. Creating dust or smoke. The contractor shall ensure that smoke detectors in work areas are protected with the permission of the PM or FM. All protected smoke detectors will be uncovered and tested.

24.1.4.2. Physical damage to devices. The contractor shall be responsible for any damages directly caused by their improper handling of the devices.

24.1.4.3. The contractor will be responsible for any false alarm caused by dust or hot work in their work areas or dust traveling beyond inadequate protection barriers.

24.2. The following personal protective equipment is required when performing Hot Work:
24.2.1. Goggles and face shields that give maximum eye protection for each welding, flame cutting and soldering process shall be worn by operators performing these operations and helpers assisting the operators.

24.2.2. Flame resistant gloves and aprons shall be worn during welding, flame cutting, brazing and soldering processes.

24.2.3. Should protective hard hats be worn, they shall be made of a flame resistant material.

24.2.4. Safety shoes with protected tops shall be worn to protect the operator from spark hazard.

24.3. Prior to performing any Hot Work, the following fire safety precautions must be taken within 35 feet of the proposed work area:

24.3.1. Floors shall be swept clean. Grease and oils shall be cleaned up and removed from the area. Floors of combustible construction shall be covered with fire-resistant tarpaulins or other non-combustible material.

24.3.2. Flammable liquids like glues, adhesives, paints, oils and lacquers shall be removed from the work area, not just sealed.

24.3.3. Combustibles that cannot be moved shall be protected with fire-resistant tarpaulins or metal shields. This includes machinery containing grease or lint deposits.

24.3.4. Explosive atmospheres shall be eliminated. Operations that may produce explosive atmospheres shall be halted, and the area monitored continuously for accumulation of combustible gases before, during and after Hot Work.

24.3.5. All wall and floor openings shall be covered. Ductwork and duct openings shall be sealed with metal covers or fire-resistant tarpaulins.

24.3.6. All doors and fire doors shall be closed to prevent sparks from escaping the work area.

24.3.7. An ABC rated multipurpose dry chemical fire extinguisher shall be placed within five feet of the point of operation.

24.3.8. Appropriate warning signs shall be posted during welding, flame cutting and soldering processes. Once work has been completed, a warning sign shall be posted to prevent accidental contact.
24.3.9. Areas where welding, flame cutting, brazing or soldering processes are occurring shall be well ventilated.

24.4. Hot work operations shall not be permitted if any of the following conditions are present:

24.4.1. Authorization has not been approved by the appropriate personnel.

24.4.2. Automatic sprinkler protection, if provided, is not in service in the work area (determined on an individual job basis by PM and FM).

24.4.3. Smoke alarms are not covered.

24.5. Hot Work Permit:

24.5.1. A Hot Work Permit must be completed by the operator and be approved by various NYU personnel prior to any work beginning.

24.6. The Hot Work Permit shall be valid only for a maximum of one shift, or eight hours, whichever is shorter; or the work is completed; or there is an emergency involving or affecting the work area; or at the time specified on the Hot Work Permit.

24.7. Fire Guard:

24.7.1. No Hot Work shall be permitted without a designated Fire Watch. If unsafe conditions are observed or develop during the Hot Work operations, work will be stopped until the hazardous condition is resolved.

24.8. Certificate of Fitness:

24.8.1. Torch operators and Fire Watches shall have valid Certificates of Fitness issued by the New York City Fire Department in their possession during hot work operations.

24.9. Contractor shall provide smoke control and dust protection during hotwork.

25.0 **Housekeeping:**

25.1. In all contractor work areas, including construction areas, the Contractor shall ensure that all appropriate cautionary devices and/or barricades (for example, cones, signs, tape) are in place at all times during the work activity.

25.2. Stairwell doors and fire doors shall not be blocked (open or closed).
25.3. Care shall be taken not to damage finished work. Building surfaces in any transport route shall be protected (includes floor, walls, ceiling, elevators, etc.). The level of protection shall be approved by the PM or FM. Any damage will be the responsibility of the contractor.

25.4. When approved by NYU to be stored on site, material shall be carefully stacked so that it is stable, does not pose a tripping hazard or block doors and emergency equipment, and does not exceed load limitations of floor or roof.

25.5. Materials shall not be stacked such that it restricts aisle, corridor, or passageway width to less than is required for emergency egress.

25.6. Materials shall not be stored in stairwells, residential hallways or lobbies.

25.7. Materials shall not be stored outside unless approved by the PM. Approved material shall be marked with the contractor’s name and contact information.

25.8. To prevent injury, nails protruding from boards shall be removed and properly disposed of or bent over and all debris shall be cleared from work areas, passageways, and stairwells.

25.9. Walking-working surfaces shall be maintained free of slip, trip, and fall hazards by removal of protrusions and other obstructions that create unsafe conditions.

25.10. Broken glass shall be swept up immediately and disposed of in containers specifically designated for broken glass.

25.11. Contractors shall perform work in a manner that will minimize and control the production and mitigation of odors, noise, dust, dirt, and debris into adjacent areas. Such work may only be performed with prior approval and designated times.

25.12. Contractors shall clean, store and reasonably secure their property, equipment, and material at the end of the work shift.

25.13. The contractor performing the work shall leave the work area broom clean at the end of each work shift and when the work is finished.

25.14. When the work is completed, the contractor shall remove any contractor owned or used materials from the site.

25.15. A final walk-through of the site must be performed with the PM prior to project completion and corrections made or noted.
25.16. Contractor shall ensure that all mechanical rooms and electrical closets that are worked in are left free from debris at the end of each day.

25.17. Contractor shall ensure that roofs/terraces are left clean and free from debris during the construction period.

25.18. Contractor shall each day secure all items left on any roof or elevated surface to keep them from damaging NYU property or becoming projectiles and harming pedestrians.

25.19. All construction barriers, temporary wall, etc. shall be maintained in a neat and clean manner. Any defacement, including graffiti or other damage, shall be repaired daily or at the time of occurrence.

25.20. At the end of the project Contractor shall hire a professional cleaning service to leave site in move-in condition. If any adjacent spaces, including hallways, corridors, lobbies or elevators were affected they shall also be professionally cleaned.

26.0 Infection Control:

26.1. Contractors will not handle any equipment, containers, or bags labeled and/or color coded as biohazardous unless specifically authorized and qualified to do so.

26.2. Contractors will report all first aid incidents involving the presence of blood or other potentially infectious material (OPIM) to their supervisor and NYU PM before the end of the work shift during which the incident occurred. Decontamination of the area will be performed by trained personnel. Contractors shall ensure timely evaluation and management of all first aid providers who rendered assistance in order to determine whether or not an “exposure incident” occurred by NYU Safe Work Practice 110.

26.3. Contractors will notify PM of any contract employee identified as either having or suspected to have active Tuberculosis (TB).

26.4. Contractor shall maintain temporary partitions that maintain complete separation of the construction area from occupied areas. Partitions are to be approved by PM or FM prior to work commencing.

26.5. Contractors shall maintain negative pressure in the work site at all times. “Paper test” should be conducted daily by the contractor to ensure negative pressure maintained.

26.6. Contractor shall insure that exhaust from negative pressure machines or fans does not affect areas within the building or areas outside the building, such as
apartments/buildings fresh air intakes, terraces or gardens or that exhaust will interfere of disturb passerby. If there is an adjacent air conditioning unit an additional filter should be placed on the unit and changed weekly at a minimum. Fresh air intakes should be filtered also. In addition, seal all window openings to ensure dust and debris does not travel from outside in.

26.7. At the end of the project all temporary barriers, plastic, filters, etc should be removed by the Contractor. Filters shall be replaced in all units at the Contractors expense.

26.8. Contractor shall cover all supplies that may leave dust or debris when entering the building of the work site.

26.9. Contractor shall provide walk-off mats at each entrance and exit to the work site. Mats shall be changed as often as necessary to keep the area outside the worksite clean of dust and debris.

26.10. Contractor shall tightly cover all containers of debris while transporting debris from the construction site to the point of pick-up, to prevent dust and debris from being tracked outside construction site.

26.11. Contractors shall remove all debris prior to leaving work site at the end of each day.

26.12. Contractor shall ensure the area outside the worksite is kept free of debris and dust at all times.

27.0 **Internal Combustion Engines:**

28.1. Any proposed use of gasoline, liquid propane (LP) gas, or any other internal combustion engines inside buildings or on roofs shall be approved by and coordinated with the PM and FM.

28.2. Contractors shall not operate internal combustion engines near building intakes where fumes could be carried into heating, ventilation, and air conditioning (HVAC) systems. Seal as necessary but maintain outside air.

28.3. If LP gas engines are to be used inside a building, they shall be equipped with oxycatalyst exhaust purifiers.

28.4. Contractors shall notify the PM or FM before bringing any gasoline or fuel tanks onto the work site. Written approval required.

28.5. Fuel is to be stored in approved containers. Proper emergency equipment shall be stored near fuel storage areas.
28.6. Fuel cannot be stored on NYU owned or leased property overnight.

**28.0 Ladders: (Reference NYU Safe Work Practice 162)**

28.1. Contractors shall not utilize NYU-owned ladders. They shall also follow the manufacturer’s guidelines for use of ladders. Ladders should not be left unattended in occupied buildings and outside sidewalk bridges or scaffolding. Defective ladders shall not be used.

28.2. Ladders shall not have:

- 28.2.1. Cracks
- 28.2.2. Loose, missing, or broken steps
- 28.2.3. Broken, frayed, or worn ropes
- 28.2.4. Missing or damaged safety feet
- 28.2.5. Inoperable extension devices

28.3. Ladders shall not be placed in front of doors or door openings unless the door is blocked open, locked, or guarded by a responsible person.

28.4. Ladders shall be tied-off to keep them from shifting, slipping, or being knocked over.

28.5. Straight and extension ladders used to access roofs or platforms shall extend at least three feet above the point of support.

28.6. Extension ladders shall not be separated for use because this eliminates the safety feet from one section and can cause damage to pulleys and catches on the extension section.

28.7. A step ladder shall not be used as a straight ladder.

28.8. The top and the last step before the top of an ordinary step ladder shall not be used as a step.

28.9. Personnel shall always face the ladder when ascending or descending. When material must be handled, it shall be raised or lowered in a safe manner to prevent dropping.

28.10. Ladders shall be taken down, stowed, and secured at the end of each work shift.

**29.0 Lead:**

29.1. Construction and renovation activities involving the disturbance of lead-containing materials (including preparation of paint surfaces) or settled lead
dust may be hazardous if appropriate work practices are not followed. Examples of materials which may contain lead include, but are not limited to:

29.1.1. Paint and primer coatings  
29.1.2. Noise and vibration dampers  
29.1.3. Radiation shielding materials  
29.1.4. Sheet metal (i.e., terne metal)  
29.1.5. Painted glazed ceramic tiles, tubs, lavatories or toilets  
29.1.6. Lead piping  
29.1.7. Lead solder

29.2. It should be assumed that all buildings built before 1978 contain lead based paint. Contractors are responsible for evaluating and controlling their employees’ occupational exposure to lead. Contractors shall not remove, handle, or otherwise disturb lead, or material suspected of containing lead, without the approval of, and coordination with, the PM.

29.3. Contractors shall not use lead-containing mortar, paint, or primer on construction or renovation projects. Use of lead-containing solders on water pipes is prohibited.

29.4. All work involving the handling of lead-containing materials shall be conducted in accordance with all applicable federal, state, and local regulatory requirements including the OSHA construction standard for lead, 29 CFR 1926.62.

29.5. Lead paint in residential buildings shall be removed by an EPA-certified lead abatement contractor and monitored by an EPA-certified lead assessor. This remediation will be performed by one of NYU’s approved lead abatement vendors.

29.6. Preparation of Lead Painted Surfaces

29.6.1. The contractor shall follow the procedures outlined in OSHA’s 29 CFR 1926.62.

29.6.2. The contractor shall submit a scope of work outlining all work to be performed and procedures to address the lead-based paint surface preparation. These procedures must be reviewed by the PM, FM and EHS. The contractor will be responsible for any deviation from the scope of work.

29.6.3. The following is recommended when demolition occurs.

29.6.3.1. Erection of dust barriers at entrances to the work area.
29.6.3.2. No sanding or sawing of lead painted surfaces unless HEPA filtered tools are used.

29.6.3.3. No dry sweeping –material should be misted to control dust and small particles HEPA vacuumed.

29.6.3.4. No torch cutting of any kind.

29.6.3.5. After completion of work the area shall be HEPA vacuumed and wet wiped.

30.0 **Material Handling:**

30.1. The movement of materials, tools, and equipment shall be approved and be coordinated with the PM.

30.2. Contractor shall coordinate with the PM and FM use of one designated elevator during construction.

30.2.1. Elevator or corridor walls shall be protected with panels, masonite, or blankets as directed by the PM or FM.

30.2.2. Elevator or corridor floor shall be protected with masonite.

30.2.3. Elevator or corridor shall be cleaned out daily.

30.3. Contractor shall coordinate with the PM or FM a designated route for debris, supplies and workers to be used during the course of construction.

30.4. Contractor shall coordinate the timing and hours of all deliveries and trash removal with the FM.

30.5. Containers shall be parked and secured only in designated areas while awaiting pick up.

30.6. Care shall be taken when moving materials to ensure that people are not injured and that walls, ceilings, and doors are not damaged. Damage will be corrected by or will be back-charged to the contractor.

30.7. To maintain emergency egress requirements, tools and equipment shall not be left unattended in hallways, aisles, or stairwells.

30.8. Contractors shall use the following preventive measures when moving materials:
30.8.1. Piping, conduits, ladders, etc. shall be transported with the forward end of the material raised above head height to reduce probability of striking oncoming personnel.

30.8.2. Piping, conduits, ladders, etc. more than 10 feet long shall be carried by at least two persons, each supporting one end of the material to be transported.

31.0 Mobile lifts and work platforms:

31.1. Any proposed use of mobile work platforms (also known as aerial lifts, elevating aerial platforms, elevating work platforms, rolling mobile scaffolds, vertical lifts, etc.) shall be approved by and coordinated with the PM.

31.2. Mobile work platforms shall comply with the following requirements:

31.2.1. The platform shall have emergency stop devices located at both the upper and lower control stations that will deactivate all powered functions.

31.2.2. A self-propelled platform shall be equipped with passive brakes which shall hold the unit on any slope it is capable of climbing.

31.2.3. The platform shall have a method to prevent free descent from hydraulic, pneumatic, electrical, or electromechanical failure.

31.2.4. A power-elevated platform shall have a clearly identified means for emergency lowering that is readily accessible from ground level.

31.2.5. Hydraulic or pneumatic actuated outriggers or stabilizers shall not retract in case of system failure.

31.2.6. The platform shall have a 42-inch high top railing, an intermediate railing, a toe board and a chain or self-closing gate at the platform entrance.

31.2.7. The platform deck shall have a slip resistant surface.

31.2.8. The platform load shall be clearly indicated and shall not be exceeded.

31.3. Contractors shall comply with the following when using mobile work platforms:

31.3.1. Only trained and authorized personnel shall be permitted to operate the platform.
31.3.2. No more than two persons are allowed on the platform.

31.3.3. The platform entrance chain or self-closing gate shall be closed before the platform is raised, lowered, moved, or used.

31.3.4. Employees shall always stand firmly on the floor of the platform and never sit, stand, or climb on the rails or use planks, ladders, or other devices on the platform.

31.3.5. Employees shall wear fall protection when working from platforms that have articulating arms.

31.3.6. Safety cones shall be placed around the platform to alert personnel of potential hazards.

31.3.7. The platform shall not be raised to a height that exceeds four times the width of the base unless outriggers are extended.

31.3.8. Prior to use each day, the platform shall be inspected by the contractor for defects and properly operating controls.

31.3.9. The platform deck shall be kept clear of tripping hazards and slippery substances.

32.0 **Noise: (Reference NYU Safe Work Practice 114)**

32.1. Any work that may cause noise that may disturb building occupants or activities must be reviewed with the PM and FM in advance, and may require further review with Student Affairs and/or University Relations & Public Affairs depending on the nature and extent of the disturbance that is anticipated. Such work may be required to be performed during specific time periods. Special consideration must be given for any work that will occur in, adjacent or near academic or residential facilities or that may be visible or audible to the community.

32.2. Contractors shall wear hearing protection when their operations could create exposures that exceed OSHA standards.

32.3. Contractors shall not create noise levels, indoors or outdoors, that exceed New York City’s applicable noise regulations, and shall present a noise mitigation plan prior to work or upon request.

32.4. Contractors shall notify the PM and FM before performing tasks that create higher than normal noise levels (i.e. jack hammering, chipping, core drilling, etc). These tasks may be limited to specific hours as approved by the PM or FM.
32.5. Contractors will make every effort to minimize noise levels when transporting materials and equipment through occupied areas.

32.6. Should disruption to NYU activities occur, the contractor will be notified to cease that type of work immediately. An alternative schedule will be required.

32.7. Contractors shall take care to ensure that they communicate at appropriate levels. Yelling, shouting, etc. will not be tolerated.

33.0 **Office Safety:**

33.1. Contractors working in office areas shall ensure that:

   33.1.1. Floors are kept free of slip or trip hazards.

   33.1.2. Unsafe or defective equipment is taken out of service until it is repaired or replaced.

   33.1.3. Contractor must obtain approval from FM to use UL rated extension cords to provide temporary power to portable equipment during construction or maintenance. These cords should be secured to prevent tripping.

   33.1.4. Material stored on top of cabinets does not create a falling hazard.

   33.1.5. Proper equipment is used to access material stored more than six feet above the floor.

   33.1.6. No equipment, ladders, tools, etc are ever to be left unattended.

34.0 **Openings in Floors, Roofs, and Walls:**

34.1. Openings made in floors, roofs, and walls shall not be made unless required by plan and specs.

34.2. All floor and roof openings shall comply with federal, state, and local legal requirements including, but not limited to, OSHA 29 CFR 1910, Subpart D – “Walking-Working Surfaces” and/or OSHA 29 CFR 1926, Subpart M – “Floor and Wall Openings.”

34.3. All floor and roof openings shall be guarded so that no one can fall in or through the opening. The only time the opening may be unprotected is while the opening is being created and guards are being installed.
34.4. Penetrations through floors, walls, ceilings, and roofs for conduit, piping, ductwork, etc. shall be restored/sealed using appropriate construction materials and methods that maintain the designed fire rating. The contractor that made the penetrations is responsible for the restoration which meets the standard.

34.5. Penetrations affecting occupied areas above below or in another area of the building require an outage request form, signed and approved prior to commencing the work.

35.0 **Overhead Work:**

35.1. Contractors shall not work above hung ceilings over occupied offices or areas unless approved by FM and work must be done during off-hours. (HRAN)

35.2. All overhead work outside of the designated work site shall be coordinated through the PM.

35.3. Contractors performing overhead repairs or minor construction activity from ladders or other lifting aids shall present a plan to the PM including uses of barricades, cones, caution tape or other alerting techniques to warn people of the potential hazard.

35.4. Contractors performing major construction in the barricades area shall add appropriate signage to keep unauthorized persons out.

35.5. Contractor shall work with FM to relocate and/or protect furnishings, computers, etc., which are below work being performed.

36.0 **Pedestrian Safety:**

36.1. Contractor shall provide/ensure interior and exterior pedestrian surfaces that are safe, free of slippery/tripping and other hazards. Contractor must always be alert to potential slippery conditions on walkways, stairs, and streets especially in inclement weather. To avoid bringing in water, contractors shall wipe feet on floor mats at building entrances during inclement weather and take appropriate steps to mitigate hazards.

36.2. When transporting materials in/out of buildings or conducting any exterior work, pedestrian paths shall be rerouted away from work area and/or contractor shall provide look-outs at work boundaries to safely guide pedestrian traffic.

36.3. Report the specific location of any potentially hazardous conditions on sidewalks, stairways, etc. to the PM or FM.

37.0 **Personal Protective Equipment (PPE):** (NYU Safe Work Practice 112)
37.1. When there is doubt about the safety measures to be observed, contractor employees shall consult with their contractor supervisor to ensure appropriate protective measures are implemented prior to performing work.

38.0 **Respiratory Protection:**

38.1. Contractors shall inform the PM or FM if their work requires the use of Respiratory Protection. The PM will consult with the EHS to determine whether other personnel in the area could be exposed to hazardous materials. No work shall commence until all potential risks are identified and appropriate and prudent precautions are implemented.

39.0 **Roofs and Elevated Work Areas:**

39.1. Contractor shall take all necessary and appropriate measures at all times that may be required to prevent unauthorized access to roofs or elevated work areas by members of the NYU or external community. Windows in areas affected by the work must also be secured to ensure they may not be opened beyond 4”.

39.2. Access to the roof of any building owned or leased by NYU and other elevated work areas shall be approved by and coordinated with the PM.

39.3. Contractor shall ensure access to the roof is secured against unauthorized entry to/from roof at all times to ensure the highest level of safety and security.

39.4. While working on roofs or elevated areas contractors should be aware of inclement weather and take appropriate safety cautions for employees and securing of material on elevated areas.

39.5. Unless specifically required by the scope of work, contractors shall not access a roof or elevated work area that is severely damaged or covered with ice and snow.

39.6. Contractors shall protect the roof surface from damage by personnel, equipment, or material storage during work.

39.7. Contractor is responsible during inclement weather that roof is protected and there is no infiltration of air or water into the interior of the building.

39.8. Contractors shall hoist material and equipment to and from roofs and elevated work areas in conformance with federal, state, and local regulations.

39.9. Contractors shall ensure water tightness at end of each work shift before leaving for the day. Materials shall not be stored on roof. All materials shall be properly secured during the day.
40.0 **Scaffolding:**

40.1. Any proposed use of scaffolding shall be approved and coordinated with the PM.

40.2. The erection and dismantling of scaffolds shall be performed under the supervision and direction of a qualified person.

40.3. Scaffolds and their parts shall be sound, rigid, and capable of supporting at least four times their maximum intended loads.

40.4. The footing or anchorage for scaffold shall be sound, rigid, and capable of carrying four times the maximum intended load without settling or displacement.

40.5. Unstable objects shall not be used to support scaffolds or planks.

40.6. A safe means shall be available for access to the work platform.

40.7. Guardrails, guardrail screens, toe boards, and outriggers shall be used when required.

40.8. Platforms shall be secured to prevent slippage.

40.9. Each person on a swinging scaffold shall be equipped with a safety harness.

40.10. Lifelines shall be a minimum of one-half inch nylon, or equivalent.

40.11. Lifelines shall be secured above the point of operation to a roof anchor or building structural member in such a way that it will limit a fall to not more than six feet.

41.0 **Shutdown/Outage Request**

41.1. Contractor shall submit an outage request form with dates and times of request a minimum of ten (10) working days prior to work starting. The lead time may be altered on a case by case basis by the PM or FM.

41.2. Contractor in conjunction with FM and PM shall determine areas affected.

41.3. Contractor is responsible for assuring that NYU has signed off on the outage prior to commencing work.

41.4. Investigative work requiring shutdown of electrical, mechanical or plumbing system shall be coordinated with the FM and PM.
41.5. Shutdown of any existing electrical, mechanical or plumbing equipment must be done exclusively by or under the direct supervision of a NYU designated Mechanic. All shutdowns must be coordinated and approved by the FM. No work may proceed without proper identifications and clearances.

42.0 **Signage**

42.1. The University places a high priority on the proper maintenance and protection of all of its named facilities. To this end, the following guidelines and policies apply to all named facilities:

42.1.1. In the event that plaques or signs indicating the naming of benefactors of facilities must be physically removed for the purposes of maintenance, repair or reconstruction of the facility, written notice must be provided to the Senior Vice President for Development and Alumni Affairs prior to its removal. Such notice must include the location of the plaque, the purpose or need of its removal, date of removal and expected date of reinstallation, and location where it will be stored during its removal.

42.1.2. Should repairs or maintenance be required for the plaque or signage itself, or should relocation or replacement of such signage be requested or recommended, consultation with, and written approval by, the Senior Vice President for Development and Alumni Affairs must be obtained prior to any such repairs, maintenance or relocation.

42.2. Contractor shall be responsible for assuring that the following signs are posted at all times

42.2.1. “NO SMOKING”
42.2.2. “Restricted Area-Hard Hats only”
42.2.3. Paths of Egress
42.2.4. Emergency Contacts

43.0 **Tools (Hand and Power):**


43.2. Contractors are responsible for providing all tools required to perform the work.

43.3. Hand and power tools shall be kept in safe operating condition and shall only be used for their intended and/or instructed purpose.

43.4. Defective and unsafe tools shall not be used.
43.5. Non-sparking tools are required in areas where flammable solvents are handled or where sparks could create an explosion.

43.6. All tools should be used with the correct shield, guard, or attachment recommended by the manufacturer.

43.7. Guards shall be inspected before each use and shall not be removed or tampered with.

43.8. Tools and other materials shall not be left on stepladders, scaffolds, roofs, or other places where they may be dislodged and fall.

44.0 **Portable Electric Equipment:**

44.1. Portable electric equipment shall be double-insulated or electrically grounded by a grounding conductor within the cord and the plug shall be protected by a GFCI

45.0 **Pneumatic (Air Powered) Tools:**

45.1. Any proposed use of pneumatic tools shall be approved by and coordinated with the PM and FM.

45.2. Compressed air shall be turned off when the tool is not in use.

45.3. The manufacturer’s safe operating pressure for all fittings and hoses shall not be exceeded.

45.4. Pneumatic tools shall be secured to the hose in a positive manner to prevent accidental disconnection.

45.5. All hoses exceeding one-half inch in diameter shall have a safety device at the source of supply to reduce air pressure in case of hose failure or tool disconnection.

45.6. Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.

46.0 **Explosive (Powder) Actuated Fastening Tools:**

46.1. Explosive actuated tools shall be operated only by employees who are licensed for, and trained in the operation of the particular tool being used.

46.2. Explosive actuated tools shall not be used in explosive or flammable atmospheres.
46.3. Explosive actuated tools shall not be loaded until just prior to the intended firing time.

46.4. Loaded explosive actuated tools shall never be left unattended.

46.5. Explosive actuated tools shall never be pointed at anyone.

47.0 Utilities:

47.1. Contractors shall notify the PM and FM if an appropriate source of utilities is not available in the work area.

47.2. Utilities may not be run through a doorway which is normally locked to maintain security unless the doorway is continuously monitored to control access.

48.0 Waste Disposal (Reference NYU Safe Work Practice 121):

48.1. General (All wastes):

48.1.1. Contractors shall make every effort to reduce the amount of waste that is generated, to reuse materials with the concurrence of the PM and FM, and to segregate waste materials from recyclables.

48.1.2. All waste materials generated from construction or cleaning activities shall be properly transported, stored, handled, and contained to prevent spills, leakage, discharge, or release to the environment in accordance with EPA regulations and NYU Policies and Procedures.

48.1.3. Contractors shall not dispose of any waste on or in NYU properties.

48.1.4. Contractors will be inspected periodically and any noted deficiencies shall be corrected immediately.

48.2. Solid Waste:

48.2.1. Solid waste includes, but is not limited to the following materials, when not contaminated with chemical wastes:

48.2.1.1. Bottles/cans
48.2.1.2. Cardboard
48.2.1.3. Construction debris
48.2.1.4. Metal
48.2.1.5. Pallets
48.2.1.6. Paper
48.2.1.7. Scrap furniture
48.2.1.8. Wire
48.3. Hazardous and Universal Waste:(Reference NYU Safe Work Practice 105,120)

If the contractor will generate any hazardous waste they must complete a Safe Work Plan. See section 8.0. See also sections 10.0, 11.0 on requirements for use of chemicals at NYU. Coordination of disposal of any hazardous waste from a project shall be through NYU Environmental, Health & Safety.

48.3.1. Chemical waste includes, but is not limited to:
   48.3.1.1. Acids/bases
   48.3.1.2. Batteries
   48.3.1.3. Caulk
   48.3.1.4. Caustics
   48.3.1.5. Cement, glue, or sealant
   48.3.1.6. Chemicals
   48.3.1.7. Cleaning products
   48.3.1.8. Mercury switches and thermostats
   48.3.1.9. Insecticide
   48.3.1.10. Laboratory equipment
   48.3.1.11. Fluorescent light ballasts and lamps
   48.3.1.12. Oils and fuels
   48.3.1.13. Paint and coatings
   48.3.1.14. Refrigerants – must be recovered by certified technicians
   48.3.1.15. Smoke detectors – older detectors may be radioactive
   48.3.1.16. Solvents
   48.3.1.17. CRT’s/electronic equipment

48.3.2. Contractors shall inform the PM of any chemical waste generated as a result of the performance of their work. This waste must remain in the location that it was generated.

48.3.3. The contractor shall label and package all waste and arrange for disposal by EH&S through the PM.

49.0 **Emergency Numbers (NYU phone extension):**

49.1. Public Safety: 212-998-2222

49.2. Environmental Health and Safety: 212-998-1450

49.2.1. After normal University hours and on weekends, direct all emergency calls to Public Safety.

49.3. Poison Control: 212-764-7667 (9-1-212-764-7667)

***** End of Work Rules*****