

New York University
Washington Square
Contractor Guide

2007 Environmental Health & Safety

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Forward:

The NYU Contractor guide has been developed by Environmental Health & Safety to provide information to outside vendors on NYU Environmental, Health, and Safety policies. The policies set forth have been designed to protect not only NYU employees and properties, but also those employees contracted to work on NYU premises.

Application:

- Every contractor on New York University (NYU) premises is expected to follow university policies and report any Environmental, Safety, or Health concerns to their NYU Construction Project Manager (PM) or NYU Building or Facility Manager (BM).
- This guide does not contain all OSHA and NYU safety, health, environmental, and security requirements. It does, however, try to address those requirements that are of particular importance or may be overlooked.
- **Definitions:**
- Contractor refers to 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.
- Sub-Contractor refers to 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 that is retained by a contractor.
- NYU Construction Project Manager (abbreviated PM) refers to the individual responsible for maintaining technical coordination with the contractor.
- NYU Building or Facility Manager (abbreviated BM) refers to the individual responsible for building maintenance and operations.

General Compliance:

- NYU will periodically check to see if contractors are in compliance with the requirements contained in this guide.
- Safety, health, environmental, and security violations will result in the work being stopped until the violations are corrected. All costs associated with stopping the work because of violations will be charged to the responsible contractor. Any infractions caused by a sub-contractor will be the sole responsibility of the contractor.
- Failure to comply with federal, state, and local legal requirements, the terms and conditions of the contract, or the provisions listed in this guide may result in the removal of a particular contractor employee, employees, or contracting firm from the project or approved contractor list.

Responsibilities:

- Comply with the General Duty Clause in Section 5(a)(1) of the Occupational Safety and Health Act of 1970 which states: "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 likely to cause death or serious harm to his employees.”

- Comply with applicable federal, state, and local safety, health, chemical, and environmental regulations including, but not limited to, Occupational Safety and Health Administration (OSHA) 29 CFR 1910 – “Occupational Safety and Health Standards.” The OSHA home page can be accessed at <http://www.osha.gov>.
- Comply with OSHA 29 CFR 1926 – “Occupational Safety and Health Standards for the Construction Industry” when doing construction work.
 - Part 1926 shall take precedence when hazards are covered by both 1910 and 1926.
 - Part 1910 shall be followed for hazards not covered by 1926.
- Contractors must understand and sign Appendix A of this policy.
- Contractors must hold all appropriate licensing/certifications for their trades.
- Comply with applicable NYU standards, specifications, safety policies, and procedures.
- Be responsible for any legal liability arising from or in connection with the failure of their employees, agents, and subcontractors to act in compliance with all applicable federal, state, local, and NYU requirements.
- Initiate, document, and maintain programs to protect their employees from hazards through procedures, practices, and regular inspections of the work area, materials, equipment, and work practices.
- Instruct employees in the recognition and avoidance of unsafe conditions and in the regulations applicable to their work environment to control or eliminate any hazards or other exposures to illness or injury.
- Provide employees with training regarding the contractor guide, and provide documentation of the training when requested by NYU.
- Provide appropriate personal protective equipment (PPE) that complies with applicable OSHA and American National Standards Institute (ANSI) standards.
- Provide tools and equipment necessary for safe work performance.
- Provide all materials and equipment required to perform work, unless the contract documents specify otherwise.
- Be responsible for all their property while it is being used, transported, or stored on the NYU site.
- Comply with all fire alarms. All contractor personnel must exit the building immediately upon sounding of fire alarms.
- Keep equipment in good condition to prevent environmental releases.

Contractor management shall:

- Supervise, direct, and monitor the work of their employees, agents, and subcontractors.
- Ensure that employees, agents, and subcontractors comply with these safety requirements and those of their contract.
- Ensure that employees have completed required training before they start work.
- Ensure that all employees understand the Contractor Guide requirements by signing Appendix A.
- Ensure that employees keep work areas free of safety, health, or environmental hazards.
- Conduct a hazard assessment of the work area to determine PPE requirements.
- Ensure that employees use/ wear PPE that is appropriate for the work being done.
- Keep the PM or BM advised of any work or conditions which may adversely affect the safety of personnel or impair NYU property.
- Obtain the **approval** of the PM or BM prior to closing any exit or exit path from a building or area.
- Notify the PM or BM immediately of any:
 - OSHA recordable or other serious contractor or subcontractor injury/ illness that occurs while on the NYU site
 - Incidents involving damage to NYU property
 - Incidents involving injury to NYU personnel, contractors, students, or all other non- NYU personnel on site.
- Submit a copy of an accident investigation report to the PM or BM including corrective actions to prevent a reoccurrence. This should be done no later than three working days after the date of an incident.
- Prepare and maintain records and rates of occupational injuries and illnesses and make available for submission to NYU upon request.

Contractor employees shall:

- Follow all NYU emergency instructions.
- Maintain a safe and controlled work area. The work area must be secured to prevent unauthorized personnel from entering.
- Not smoke in or on NYU premises.
- Comply with **Control of Hazardous Energy (Lockout/Tagout) and/or Electrical Safety** sections of this guide when servicing or maintaining equipment.
- Obey all posted signs.

- Use/wear PPE appropriate for the work being done.
- Report imminent danger or hazardous conditions/ acts to their supervisor and/or the PM for immediate correction.
- Not enter restricted areas without authorization and/or escort.
- Barricade work areas that expose non-associated personnel to hazards.
- 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.
- Review any work activity that could create noise, dust, chemical vapors, spills, or flying debris with the supervisor before starting the work.
- Do not use any NYU services or equipment unless directed by the PM or BM.
- Take care when working near NYU office, laboratory, or computer equipment to ensure that they do not damage or otherwise jar the equipment.
- Not exhibit inappropriate behavior, such as:
 - Horseplay.
 - Creating excessive noise (for example, radios)
 - Using abusive, profane, or otherwise inappropriate language, including without limitation, the use of racially offensive or insensitive speech or sexually explicit speech.
- Not bring the following on site:
 - Alcoholic beverages
 - Narcotics or controlled substances
 - Firearms, weapons, and/or ammunition
 - Explosives (unless approved by NYU)

Permits and Approvals:

- Contractors shall obtain all necessary permits, licenses, and/or approvals required by federal, state, and local governing agencies before performing any work on the NYU site.
- Some activities may require NYU-issued permits, approvals, or acceptances. Examples include, but are not limited to, the following:
 - Confined Space Entry
 - Hot Work

- Lockout/Tagout
 - Exhaust System Work
 - Laser or X-ray use
 - Powered Industrial Vehicle Use
 - Radiation Source and Equipment Work
 - Contractors shall contact the PM or BM to obtain NYU-issued approval or permits.
 - The PM will work with the appropriate NYU personnel to obtain the required NYU-issued permits or approvals.
- **Potentially Hazardous Areas:**
 - Certain areas and operations at NYU may have potential hazards associated with them. Contractors shall take extra precautions when working in, on, or around such areas. These areas include, but are not limited to:
 - Laboratories
 - Confined spaces
 - Electrical circuits/ equipment
 - High noise level areas
 - High voltage electrical areas
 - Ionizing and non-ionizing radiation areas
 - Laser installations
 - Mechanical equipment rooms
 - Roofs
 - Contractors shall review all projects to determine the hazards associated with the work and the area.
 - Contractors shall provide MSDS for all chemicals being used on NYU campus for prior approval.
 - On the contractor's request, the PM or BM will provide information regarding potential NYU-generated hazards.
 - Contractors shall provide the equipment, procedures, and training necessary for their employees to perform the work safely (for example, PPE requirements).

- Contractors shall follow all warning signs, signals, and devices.
- **SPECIFIC WORK SUBJECTS**
- **BIOSAFETY**
 - **Infection Control:**
 - Contractors shall assure that they are in compliance with all aspects of federal, state, and local requirements including but not limited to OSHA 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens. This rule applies to those persons with expected exposures to bloodborne pathogens (BBP) and other potentially infectious material (OPIM).
 - Contractors will follow accepted work practices and use PPE as appropriate for job tasks.
 - Contractors will not handle any equipment, containers, or bags labeled and/or color coded as biohazardous unless specifically authorized to do so.
 - Contractors will report all first aid incidents involving the presence of blood or 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 endure timely evaluation and management of all first aid providers who rendered assistance in order to determine whether or not an “exposure incident” occurred by the standard.
 - Contractors will notify NYU PM of any contract employee identified as either having or suspected to have active Tuberculosis (TB).
- **EMERGENCIES**
 - In case of fire, accident, spill, or any other emergency, contractors shall:
 - Dial Public Safety at X82222 from an NYU in-house phone or 212-998-2222 (non-NYU telephone)
 - Provide the following information:
 - Type of emergency
 - Location of the emergency
 - Caller’s name
 - Caller’s telephone number
 - If safe to do so, stay on the line to answer questions or get information about what to do until help arrives.
 - Hang up only when you are told to do so.
 - **Accidents and Injuries:**

- Contractors are responsible for any injuries to workers on their job site. The responsibility includes the obligation to call an ambulance and to notify the proper medical personnel in case of an accident.
- Contractors shall notify the PM immediately of any:
- OSHA recordable or other serious contractor or subcontractor injury/illness that occurs while on NYU property
- Incidents involving damage to NYU property
- Incidents involving injury to NYU personnel, contractors, students, or all other non-NYU personnel on site
- Contractors shall submit to the PM and BM a copy of the accident investigation report no later than three working days after the date of the incident including corrective actions to prevent a reoccurrence.
- Prepare and maintain records and rates of occupational injuries and illnesses and make available for submission to NYU upon request.
 - **Evacuations:**
- Contractors shall immediately shut down tools and/or operations and leave through the nearest exit if a fire alarm sounds.
- Contractors shall not return to their work site until given authorization to do so.
 - **Emergency Equipment:**
- Contractors shall supply all emergency/safety equipment required for the project they are working on.
- Any proposed movement, relocation, or work on NYU fire alarm systems, sprinklers, eye washes, showers, fire extinguishers, or first aid equipment shall be approved by the PM and coordinated by the building manager or authorized building engineer
 - **Spills:**
- Contractors shall not spill, discharge, or release any hazardous material or chemical 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 or chemical (including wastewater or chemically treated water) from primary containment.
- Contractor equipment used on NYU premises shall be properly maintained and is subject to inspection by the PM. If equipment is found to be leaking, it shall be contained immediately, stopped, and repaired (on or off site) at the discretion of the PM. All associated costs including cleanup will be the sole responsibility of the contractor.
- Contractors working at NYU shall be aware of the spill reporting requirements:

- 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.
- The contractor shall remain on the site, at a safe distance, until released by the NYU Incident Commander.
- 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. However, contractors shall not begin cleanup until authorized to do so by the NYU Incident Commander.
- 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.
- **FIRE AND LIFE SAFETY**
 - **Fire Prevention:**
 - If there is a fire, contractors will pull the nearest alarm and evacuate the building. Once out of the building, the contractor will call Public Safety at X82222 or 212-998-2222.
 - NYU fire equipment (fire extinguishers, sprinklers, etc.) shall not be used, moved, blocked, or otherwise disabled unless approved by and coordinated with the PM.
 - Contractors shall furnish their own fire extinguishers when required for the type of work being performed.
 - Smoking:
 - Smoking is strictly prohibited in all NYU buildings and in some areas outside NYU buildings (for example, roof tops).
 - Obey smoking restrictions where posted.
 - Smokers shall not congregate within 15 feet of building entrances or obstruct sidewalks.
 - Dispose of smoking materials in appropriate receptacles, not trash containers.
- **GENERAL SAFETY**

Housekeeping:

- **All corridors and exit doors must be kept clear at all times. All exit ways must be kept free from debris, material, equipment and tools.**
- 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

- Stairwell doors and fire doors shall not be blocked (open or closed).
- Care shall be taken not to damage finished work. Building surfaces in any transport route shall be protected (includes floor, walls, ceiling, elevators, etc.).
- Material shall be carefully stacked so that it is stable and does not pose a tripping hazard or block doors and emergency equipment.
- Materials shall not be stacked such that it restricts aisle, corridor, or passageway width to less than is required for emergency egress.
- Materials shall not be stored in stairwells.
- Materials shall not be stored outside unless approved by the PM. Approved material shall be marked with the contractor's name contact information.
- To prevent injury, nails protruding from boards shall be removed or bent over and all debris shall be cleared from work areas, passageways, and stairwells.
- Walking-working surfaces shall be maintained free of slip, trip, and fall hazards by removal of protrusions and other obstructions that create unsafe conditions.
- Broken glass shall be swept away immediately and out into containers specifically designated for broken glass.
- 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.
- Contractors shall remove their property, equipment, chemicals, material, and debris from NYU property at the end of the work shift unless previous arrangements have been made with the PM.
- 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.
- When the work is completed, the contractor shall remove any contractor owned or used materials from the site.
- A final walkthrough of the site must be performed with the PM prior to project completion.

Internal Combustion Engines:

- 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 BM.
- Contractors shall not operate internal combustion engines near building intakes where fumes could be carried into heating, ventilation, and air conditioning (HVAC) systems.
- If LP gas engines are to be used inside a building, they shall be equipped with oxycatalyst exhaust purifiers.

- Contractors shall notify the PM or BM before bringing any gasoline or fuel tanks onto the work site.
- Fuel is to be stored in approved containers. Proper emergency equipment shall be stored near fuel storage areas.
- Fuel cannot be stored on NYU owned or leased property overnight.

Office Safety:

- Contractors working in office areas shall ensure that:
- Floors are kept free of slip or trip hazards.
- Unsafe or defective equipment is taken out of service until it is repaired or replaced.
- Extension cords are used only to provide temporary power to portable equipment during construction or maintenance.
- No heat producing appliances are used (for example, coffee makers, toasters, space heaters).
- Material stored on top of cabinets does not create a falling hazard.
- Proper equipment is used to access material stored more than six feet above the floor.
- Contractors are encouraged to apply appropriate office ergonomics by:
 - Using proper lifting techniques
 - Properly adjusting chairs and workstations

Openings in Floors, Roofs, and Walls:

- Openings made in floors, roofs, and walls shall be approved by and be coordinated with the PM and BM.
- 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.”
- 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.
- 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 unless other arrangements have been made by the PM.

Overhead Work:

- Contractors shall not work above hung ceilings over occupied offices or areas.
- Contractors performing overhead repairs or minor construction activity from ladders or other lifting aids shall use barricades, cones, caution tape, or other alerting techniques to warn people of the potential hazard.
- Contractors performing major construction shall barricade the area and erect construction signs to keep out unauthorized persons.
- Contractors shall wear hard hats when they work in areas or perform operations where there is a potential for head injury.

Pedestrian Safety:

- Personnel must always be alert to potential slippery conditions on walkways, stairs, and streets especially in inclement weather. Use caution when walking on snow covered or wet surfaces. Wear outer shoes that are appropriate for the weather conditions. Wipe your feet on floor mats at building entrances during inclement weather. This helps prevent wet and slippery conditions on the stairs. Use handrail when going up or down stairs.
- Report the specific location of any potentially hazardous conditions on sidewalks, stairways, etc. to the PM and BM.

Roofs and Elevated Work Areas:

- 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.
- Unless specifically required by the scope of work, contractors shall not access or remain on the roof or elevated work area during inclement weather (for example fog, snow, sleet, heavy wind, or electrical storms).
- 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.
- When the scope of work required contractors work on a sloped roof within 10 feet of an unprotected roof edge, platform, or other elevated work area, they shall utilize securely anchored ANSI approved fall protection equipment. Contractors shall comply with all federal, state, and local legal regulations including OSHA 29 CFR 1910 and 1926, including 1926.501/502. {See **Fall Protection**}
- Contractors shall protect the roof surface from damage by personnel, equipment, or material storage during work.
- Contractors shall hoist material and equipment to and from roofs and elevated work areas in conformance with federal, state, and local regulations.
- **Training:**
- **Contractors are responsible for all training of their employees. In some instances, NYU site-specific training may be required. If this is needed or there are questions, consult with the NYU BM or PM assigned to oversee the project and the necessary arrangements will be made.**

- **Utilities:**
- Contractors shall notify the PM and BM if an appropriate source of utilities is not available in the work area.
- Utilities may not be run through a doorway which is normally locked to maintain security unless the doorway is continuously monitored to control access.
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- **OCCUPATIONAL HEALTH & SAFETY**
- **Asbestos:**
- Asbestos work shall comply with federal, state, and local legal requirements including, but not limited to, the following:
 - NYSDOL Code Rule 56
 - OSHA 29 CFR 1910.1001
 - NYC Title 15, Chapter 1
 - EPA 40 CFR Part 763 and Part 61 Subpart M
- Contractors shall not remove or disturb asbestos, or material suspected of containing asbestos, without the approval of, and coordination with, the PM or BM.
- Asbestos may be contained in, but is not limited to, the following:
 - Adhesives and mastics
 - Ceiling areas (plaster, tiles, etc.)
 - Flooring
 - Thermal System Insulation (insulation on pipes, ducts, boilers, tanks, etc.)
 - Sprayed on fireproofing
 - Valve packing and gaskets
 - Transite panels
 - Window Caulking
 - Fire Doors
- If there is damage to materials or items suspected of containing asbestos, contractors shall:

- Stop the work immediately
 - Report the problem to the PM or BM
 - Isolate the area
 - Protect materials or items from further damage
- Contractors shall assure that only those companies and employees holding valid New York State and New York City Asbestos Handler certificates, appropriate for the tasks they perform, are allowed to disturb, handle, remove, or dispose of asbestos or material containing asbestos. The contractors shall utilize asbestos contractors/consultants pre-approved by NYU. The PM will provide a list of these companies.
 - PM must provide survey or historical results to contractor prior to work.
 - Abatement (if required) must be completed prior to any demolition project.
 - ACM in the project area (but not part of the project) must not be damaged or disturbed at any time.
 - Contractor is responsible for all regulatory filings and is required for renovation/demolition projects even if no asbestos is present.
 - Contractors must order asbestos waste dumpsters through vetted and approved hauler, provide EH&S with order form, drop form, list of jobs in each dumpster and ultimately, the waste manifest.
 - **Chemicals:**
 - **At the commencement of a project the contractor shall develop a binder of all MSDS sheets for chemicals to be used on the project, including 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 and/or BM. Any changes should be communicated to EH&S by the PM or BM. Only chemicals that have been reviewed and approved by the PM or BM and EH&S shall be used.**
 - Chemicals include, but are not limited to:
 - Acids, bases
 - Adhesives, glues, cements, epoxies
 - Caustics
 - Cleaners, bleaches, detergents
 - Combustible or flammable materials
 - Compressed and liquefied gas

- Core solder
 - Toxics
 - Reactives
 - Floor coatings
 - Oils
 - Insulation materials
 - Paints, dyes, pigments, fillers
 - Refrigerants
 - Solvents, thinners
- Contractors shall comply with federal, state, local, and NYU requirements regarding hazard communication including, but not limited to, OSHA CFR 1910.1200, 1926.59. In addition:
 - Persons working in an area where they may be exposed to chemicals shall be informed about the potential hazards
 - Any questions regarding additional hazards to which contractors may be exposed should be discussed with the NYU PM or BM.
 - Contractor supervisors are responsible for providing information on contractor-supplied chemicals to their employees.
 - Contractors 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.
 - Contractors using chemicals at NYU shall comply with the following requirements:
 - Only approved chemicals can be used and all restrictions must be followed.
 - When transferring chemicals from original containers to small or other alternative containers, the contractor must ensure that the new container is appropriate for and compatible with the chemical, preventing any degradation of the container, leaks, or other hazards. Also, any transfer containers must be labeled with the identification of the contents and the principle hazards.
 - 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). Contractors must have copies of MSDS on site and present them to NYU upon request.

- Contractors shall follow the manufacturer's instructions and precautions (for example, as listed on the MSDS) and comply with the federal, state, and local legal requirements when using chemicals. Contractors are responsible for obtaining all necessary licenses and permits.
- All work involving chemicals shall be conducted in a manner that will minimize exposure to personnel.
- Contractors shall supply and use PPE that is appropriate for the material being used.
- Contractors working with or transporting chemicals shall have received appropriate chemical safety and hygiene training through their employer.
- 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.
- Contractors shall maintain adequate ventilation when paints, solvents, or volatile chemicals are used. Contractors shall provide temporary, supplemental exhaust, as required, to control nuisance odors and protect personnel in the work area and in adjacent areas. Contractor shall notify PM and BM of time and duration of work. Contractor may be required to work off hours to minimize disruption to occupants.
- Chemical containers will be kept closed when not actually being used.
- Contractor chemicals and/or wastes may not be stored with NYU chemicals and/or wastes without approval from the PM or BM.
- 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 unless previous arrangements have been made with the PM or BM.
- Flammable liquids or gases shall not be used or stored with combustible materials, such as wood, paper, etc.
- Overnight storage of chemicals, chemical waste, or chemically contaminated materials is not allowed on NYU premises without the specific approval of the PM or BM.
- Incompatible materials shall never be stored together.
- To prevent spontaneous combustion, wiping clothes contaminated with combustible or flammable materials shall be placed in an approved **covered** waste container when not in use. The contractor is responsible for the proper regulatory labeling of this container.
- 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 BM to have the item(s) relocated.
- Chemicals shall be properly transported, stored, handled, and contained to prevent spills, leakage, or release to the environment.

- When the work is finished, the contractor shall remove any contractor-owned chemicals from the site.
- **Compressed gas cylinders:**
- Contractors shall obtain approval from the PM before bringing compressed gas cylinders to NYU. Contractors shall follow all use restrictions obtained with approval.
- Compressed gas cylinders shall:
 - 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.
 - Use the appropriate Compressed Gas Association (CGA) fitting. Adapters are not permitted.
 - Be removed from the site daily and at project end unless authorized by the PM.
- The contractor's company name shall be identified on any cylinder that is not removed from the site at the end of the work shift.
- Gas cylinders that are damaged or contain a buildup of scale or rust shall not be brought on site.
- Hose lines shall be properly rated, regularly inspected, and tested for leaks.
- 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.
- When transporting cylinders, contractors shall:
 - Install valve protection caps (also whenever stored or not in use)
 - Secure to a suitable hand truck or cart
 - Never carry by the bottle valve, regulator, or protective cap
 - Never roll or drag – use an approved cart
 - Never drop or allow to strike other cylinders or surfaces
 - Either cradle or have two persons carry the cylinder when transporting to the roof or basement, or in between floors (when no elevator present).
- 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.
- Valve protection caps shall always be installed on stored cylinders.
- Cylinder valves shall be closed when not in use and at the end of the day's work.

- Flammable gases cannot be stored at NYU overnight unless approved by the BM.
- Regulators shall be approved for the specific compressed gas being used. They shall not be interchanged.
- 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.
- Cylinders shall not be placed where they could come in contact with an exposed electrical circuit.
- Acetylene cylinders shall not be transported, used, or stored in the horizontal position since this could result in a leak of flammable liquid.
- 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.
- **Confined Space:**
- **Contractors are responsible for their own confined space entry procedures and training as required by 29 CFR 1910.146 and 1926.21(b)(6). All equipment required to provide a safe entry, rescue, and to limit access to only authorized personnel shall be provided by the contractor.**
- For the purposes of this section, a confined space includes, but is not limited to, a manhole, tank, pit, vault, boiler, or excavation that:
 - Is large enough that an employee can bodily enter and perform work;
 - Has limited or restricted means of entry or exit; and
 - Is not designed for continuous employee occupancy.
- In addition, the confined space shall be treated as a permit required confined space if it may contain or may contain one or more of the following:
 - A potentially hazardous atmosphere
 - A material that has the potential to engulf an entrant
 - An internal shape that could trap or asphyxiate
- Any other serious safety or health concerns
- 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 a Building Manager (BM) prior to entering a confined space.
- Contractors shall not enter any confined space without the authorization of the PM.

- Contractors shall comply with all the requirements of OSHA 29 CFR 1910.146 – “Permit Required Confined Spaces.”
- Contractors shall have a written confined space entry plan available for review, on site at all times.
- Contractors shall be prepared to show evidence of appropriate confined space training.
- Contractors shall provide their own atmospheric testing equipment.
- Confined space entry requirements are as follows:
 - CONTRACTOR TRAINING: Entry team members shall be trained to the appropriate level for the work they are performing (entrant, attendant, or supervisor).
 - HAZARD EVALUATION: Prior to entry, an evaluation of the hazards within a space shall be made and communicated to the entry team members.
 - 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.
 - ISOLATION: Process by which a confined space is removed from service and completely protected against the release of energy and materials into the space.
 - 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.
 - 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.
 - 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.
 - VENTILATION: All confined spaces shall be ventilated by the use of a positive pressure ventilation system arranged to avoid recirculation of contaminated air. This requirement may be waived by the PM.
 - ENTRY ATTENDANT: At least one trained attendant shall be required to remain at the confined space entrance during an entry.
 - PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SAFETY EQUIPMENT: Contractors shall supply their personnel with all equipment and training required for an entry.
- 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.

- Upon completion of the entry, the contractor shall:
 - Notify the PM and/or permit issuer that the entry is complete so that the permit can be closed out.
 - Discuss the entry and any problems encountered in the confined space with the PM.

- **Control of Hazardous Energy (Lockout/Tagout):**

- 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.

- The procedure shall include the following steps:

- *Removal of Equipment from Service*
 - Preparation for shutdown (including notification of affected employees)
 - Shutdown of Equipment
 - Isolation of Equipment
 - Application of LOTO Device(s)
 - Dissipation of Stored Energy
 - Verification of Isolation

- *Release of Equipment from LOTO*
 - Inspection of Equipment/Area
 - Notification of Employees
 - Removal of LOTO Device(s)
 - Operation of Energy Isolation Device(s)

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

- The PM will ensure that all affected individuals understand and comply with the Contractor's LOTO procedure.

- 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.

- Contractors are responsible for providing their own LOTO devices.
- 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.
- 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.
- 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."
- 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.
- The lock key is to be retained by the individual performing the work, and is 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.
- Before removing LOTO devices, the contractor shall contact the PM and BM to ensure that all affected individuals are notified.
- **Cranes and Hoisting Equipment:**
- Contractors shall provide appropriate barriers around cranes and material hoists to protect pedestrian and vehicular traffic around the operating area.
- The construction, inspection, operation, and maintenance of hoists and cranes shall comply with federal, state, and local legal requirements including, but not limited to, the following:
- OSHA 29 CFR 1910, Subpart N – “Materials Handling and Storage”
- OSHA 29 CFR 1926, Subpart N – “Cranes, Derricks, Hoists, Elevators, and Conveyors”
- 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.
- Hoisting equipment includes, but is not limited to, hoists, cranes, slings, shackles, grabs, beams, gantries, and lifting bars.
- Any proposed use of cranes and hoisting equipment shall be approved by and coordinated with the PM.

- Hoisting equipment shall be designed, built, and rated to withstand the applied load. The equipment shall be prominently marked with the rated load.
- Daily inspections shall be performed on hoisting equipment before it is used.
- Defective equipment shall be taken out of service and tagged.
- Operators shall be trained in the operation and safe use of hoisting equipment.
- Load locks shall be swivel-type and self-latching.
- Hoisting equipment shall not be used to lift people unless it is designed for that purpose.
- The areas within the swing radius shall be barricaded to prevent people from entering.
- Personnel shall be kept clear of loads about to be lifted and of suspended loads.
- Hoisting equipment shall be removed from the site or otherwise secured when it is not being operated.
- **Electrical Safety:**
- Electrical work shall be in compliance with federal, state, and local legal requirements including, but not limited to:
 - OSHA 29 CFR 1910.331 through 1910.335 and/or 1926.416 and 1926.417 for electrical safety-related work practices.
 - OSHA 29 CFR 1910, Subpart S and/or 1926, Subpart K for electrical work.
 - OSHA 20 CFR 1910.137 and 1910.269 for electrical power generation, transmission and distribution work.
- Electrical safety-related practices required by OSHA 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:
 - 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.
 - Nonmetallic safety glasses shall be worn.
 - Conductive jewelry shall NOT be worn.
 - Circuits shall be checked with proper equipment before work is started to ensure that no voltage is present.
 - 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.

- Portable electrical equipment shall be:
 - Double insulated or properly grounded.
 - Appropriate for the work environment.
 - Kept in good repair.
 - Have attachment cords that comply with the applicable requirements for extension cords.
- Extension cords shall:
 - Be properly rated for the attached equipment
 - Not be used if caps and plugs are damaged
 - Not be used if outer jacket is damaged
 - Not be placed in such a way to cause a tripping hazard
- Receptacle outlets of 120 volts on all construction projects shall have approved ground-fault circuit interrupters (GFCI) for personal protection.
- GFCI devices shall be used on power circuits serving outlets in damp, wet, or outdoor locations.
- Temporary wiring shall be de-energized when not in use. All temporary wiring must be protected by GFCI.
- 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.
- Temporary lights shall not be suspended by their extension cords unless cords and lights are designed for this means of suspension.
- If conductors and wires need to be left temporarily exposed, they shall be de-energized and positioned so as not to cause physical hazards.
- Listed, labeled, or certified equipment shall be installed and used in accordance with the instructions included in the listing, label, or certification.
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 - **Fall Protection:**
- Contractors shall comply with federal, state, and local regulations for fall protection including, but not limited to OSHA 29 CFR 1926, subpart M – “Fall Protection.”
- Fall protection equipment (personal fall arrest system) shall meet the performance requirements of ANSI A10.14. (See **Personal Protective Equipment – Fall Protection**)

- 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.
 - Hazard Communication
- Contractors shall have and follow their own hazard communication plan. When contractors are working in occupied spaces and may potentially be exposed to NYU hazards (those that have not been pre-determined), the PM or BM shall contact NYU EH&S. EH&S will make a hazard determination and the information will then be communicated to the contractor through the PM or BM.
 - **Hot Work:**
- **Contractors working in occupied buildings must obtain formal approval prior to performing hot work. Contractors working will receive a copy of the NYU hot work permit policy and permit at the preconstruction meeting.**
- A Hot Work Permit must be issued by the NYU BM prior to the commencement of any welding, flame cutting, brazing and soldering processes:
 - 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 PM shall review the project in order to determine if there is a practical and safe way to complete the project without hot work.
 - Contractor supervisors shall inspect the proposed work area and familiarize themselves with the conditions and potential hazards.
 - The PM or designee shall inspect all contractor hot work equipment in order to determine that it is in proper working order and in a fire safe condition. Any equipment deemed to be unsafe will not be used and removed from the building.
- Smoke Detectors and Fire Alarms
 - The work effort needs to be thoroughly discussed with the BM to preclude accidental activation of fire alarm systems for issues such as
 - Creating dust or smoke – the contractor shall ensure that the smoke detectors in work areas are protected. This being done by or with permission by the BM. All protected smoke detectors will be uncovered and tested at the end of every shift. Building will be put back on-line.
 - False Alarms – 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.
 - Physical damage to devices – the contractor will be responsible for any damages directly caused by improper handling of detectors.
 - System off-line – if there is a need for the system to be serviced, turned off, or disconnected in the work area, prior approval must be obtained by the BM and all internal notifications

will be made. As soon as all work is completed (or end of shift), notification must be given to the BM. All protected smoke detectors will be uncovered and tested at the end of every shift. Building will be put back on-line.

- The following PPE is required when performing Hot Work:
 - 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.
 - Flame resistant gloves and aprons shall be worn during welding, flame cutting, brazing and soldering processes.
 - Should protective hard hats be worn, they shall be made of a flame resistant material.
 - Safety shoes with protected tops should be worn to protect the operator from spark hazard.
- Prior to performing any Hot Work, the following fire safety precautions must be taken within 35 feet of the proposed work area:
 - Floors should be swept clean. Grease and oils should be cleaned up and removed from the area. Floors of combustible construction should be covered with fire-resistant tarpaulins or other non-combustible material.
 - Flammable liquids like paint, oils and lacquers should be removed from the work area, *not* just sealed.
 - Combustibles that cannot be moved should be protected with fire-resistant tarpaulins or metal shields. This includes machinery containing grease or lint deposits.
 - Explosive atmospheres should be eliminated. Operations that may produce explosive atmospheres should be halted, and the area monitored continuously for accumulation of combustible gases before, during and after Hot Work.
 - All wall and floor openings should be covered. Ductwork and duct openings should be sealed with metal covers or fire-resistant tarpaulins.
 - All doors and fire doors shall be closed to prevent sparks from escaping the work area.
 - An ABC rated multipurpose dry chemical fire extinguisher shall be placed within five feet of the point of operation.
 - 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.
 - Areas where welding, flame cutting, brazing or soldering processes are occurring should be well ventilated.
- Hot work operations shall not be permitted if any of the following conditions are present:

- Authorization has not been approved by the appropriate personnel.
- Automatic sprinkler protection, if provided, is not in service in the work area (determined on an individual job basis).
- Hot Work Permit:
 - A Hot Work Permit must be completed by the operator and be approved by various NYU personnel prior to any work beginning.
- The Hot Work Permit shall be valid 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.
- Fire Watch:
 - 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.
- Certificate of Fitness:
 - Torch operators and Fire Watches shall have Certificates of Fitness issued by the New York City Fire Department in their possession during hot work operations.
 - **Ladders:**
- Contractors shall not utilize NYU-owned ladders.
- Contractors should always follow the manufacturer's guidelines for use of ladders.
- The design and use of ladders shall comply with all federal, state and local legal requirements including, but not limited to, the applicable portions of OSHA 29 CFR 1910.25 through 1910.27 and/or 1926.1053.
- Ladders shall not have:
 - Cracks
 - Loose, missing, or broken steps
 - Broken, frayed, or worn ropes
 - Missing or damaged safety feet
 - Inoperable extension devices
- Defective ladders shall not be used.

- 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.
- Ladders shall be secured to keep them from shifting, slipping, or being knocked over.
- Straight and extension ladders used to access roofs or platforms shall extend at least three feet above the point of support.
- Extension ladders shall not be separated because this eliminates the safety feet from one section and can cause damage to pulleys and catches on the extension section.
- A step ladder shall not be used as a straight ladder.
- The top and the last step before the top of an ordinary step ladder shall not be used as a step.
- 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.
- Ladders shall be taken down, stowed, and secured at the end of each work shift.
- Ladders shall not be left unattended in occupied buildings or left unattended to outside sidewalk bridging or scaffolding.
- Each contractor should be following a ladder safety program.
 - **Lead:**
 - It should be assumed that all buildings constructed prior to 1978 contain Lead-based Paint unless proven otherwise.
 - 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:
 - Paint and primer coatings
 - Noise and vibration dampers
 - Radiation shielding materials
 - Sheet metal (i.e., terne metal)
 - **Preparation of Lead Painted Surfaces**
 - **The contractor shall follow the procedures outlined in OSHA's 29 CFR 1926.62. The contractor shall submit a scope of work outlining all work to be performed and procedures to address lead-base paint surface preparation. These procedures must be reviewed by EH&S, the PM and BM. The contractor will be help responsible if there is any deviation from the scope of work.**

- **The following is recommended when demolition occurs:**
 1. Erection of dust control barriers at entrances to the work area;
 2. No sanding or sawing of painted surfaces unless HEPA filtered tools are used;
 3. No dry sweeping – material should be misted to control dust and small particles HEPA vacuumed;
 4. No torch cutting of any painted surface;
 5. After completion of the work, the work area shall be HEPA vacuumed and wet wiped.
- Contractors are responsible for evaluating and controlling their employees' occupational exposure to lead as per OSHA 29 CFR 1910.62(e). Contractors shall not remove, handle, or otherwise disturb lead, or material suspected of containing lead, without the approval of, and coordination with, the PM.
- Contractors shall notify PM or BM if lead-based painted surfaces need preparation, so as to evaluate the proper method to address this situation. See Appendix ?
- 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.
- 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.

Material Handling:

- The movement of materials, tools, and equipment shall be approved shall be approved and be coordinated with the PM.
- 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 back-charged to the contractor.
- To maintain emergency egress requirements, tools and equipment shall not be left unattended in hallways, aisles, or stairwells.
- Contractors shall use the following preventive measures when moving materials:
- 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.
- 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.

Mobile lifts and work platforms:

- Mobile work platforms and their use shall comply with federal, state, and local legal requirements including, but not limited to, OSHA CFR 1910.453, 1926.556, and ANSI A92.3/A92.6.
- 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.

- Mobile work platforms shall comply with the following requirements:
 - The platform shall have emergency stop devices located at both the upper and lower control stations that will deactivate all powered functions.
 - A self-propelled platform shall be equipped with passive brakes which shall hold the unit on any slope it is capable of climbing.
 - The platform shall have a method to prevent free descent from hydraulic, pneumatic, electrical, or electromechanical failure.
 - A power-elevated platform shall have a clearly identified means for emergency lowering that is readily accessible from ground level.
 - Hydraulic or pneumatic actuated outriggers or stabilizers shall not retract in case of system failure.
 - 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.
 - The platform deck shall have a slip resistant surface.
 - The platform load shall be clearly indicated.

- Contractors shall comply with the following when using mobile work platforms:
 - Only trained and authorized personnel shall be permitted to operate the platform.
 - No more than two persons are allowed on the platform.
 - The platform entrance chain or self-closing gate shall be closed before the platform is raised, lowered, moved, or used.
 - 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.
 - Employees shall wear fall protection when working from platforms that have articulating arms.
 - Safety cones shall be placed around the platform to alert personnel of potential hazards.
 - The platform shall not be raised to a height that exceeds four times the width of the base unless outriggers are extended.
 - Prior to use each day, the platform shall be inspected for defects and properly operating controls.
 - The platform deck shall be kept clear of tripping hazards and slippery substances.

Noise:

- Contractors working in posted high noise level areas shall wear hearing protection and comply with OSHA 29 CFR 1910.95.
- Contractors shall wear hearing protection when their operations could create exposures that exceed OSHA standards.
- 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 upon request.
- Contractors shall notify the PM and BM before performing tasks that create higher than normal noise levels.
- Contractors will make every effort to minimize noise levels when transporting materials and equipment through occupied areas.
- Should disruption to NYU activities occur, the contractor will be notified to cease that type of work immediately. An alternative schedule will be required.

Personal Protective Equipment (PPE):

- Contractors shall comply with the requirements of OSHA and ANSI standards which apply to employee training, performance of hazard assessments, selection, use, care, and disposal of PPE.
- Contractors shall use/wear PPE (for example, eye, face, head, and extremity protection; protective clothing; respiratory protection; protective shields and barriers; etc.) that is appropriate for the hazards associated with the work being performed.
- Contractors are responsible for assessing the hazards and determining the necessary PPE. When there is doubt about the safety measures to be observed, contractor employees shall consult with their contractor supervisor.
- Contractor management is responsible for providing and ensuring that PPE is available, properly used, and properly maintained. Time lost while obtaining the necessary PPE will be at the contractor's expense.
- Contractors shall consult the MSDS for additional PPE requirements (for example, gloves, respirators, etc.) when using hazardous materials.
- Contractors shall be trained in the use, care, and limitations of all required PPE.
- PPE shall be kept in good condition and replaced immediately if damaged.

Eye and Face Protection:

- Contractors shall comply with the requirements of OSHA 29 CFR 1910.133 and/or 1926.102 regarding eye and face protection.
- Contractors shall wear eye and face protection which meets the performance requirements of ANSI Z87.1 and is labeled as such.

- Contractors shall wear eye and face protection when machines or operations present potential eye or face injury.
- Contractors involved in welding operations shall use filter lenses or plates of at least the proper shade number.

Foot Protection:

- Contractors shall wear protective footwear that meets the performance requirements of ANSI Z41.1 when the potential for foot injury exists.

Head Protection:

- Contractors shall wear head protective equipment (helmets) in areas where there is possible danger of head injuries from impact, flying or falling objects, or electrical shock or burns.
- Helmets for protection against impact and penetration of falling and flying objects shall meet the performance requirements of ANSI Z89.1.
- Helmets for protection against electric shock and burns shall meet the performance requirements of ANSI Z89.2.

Hearing Protection:

- Contractors shall wear appropriate hearing protection to reduce noise exposure levels as required by OSHA 29 CFR 1910.95 and/or 1926.52.

Respiratory Protection:

- Contractor's use of respirators shall comply with OSHA 29 CFR 1910.134.
- Respiratory protection should not be the primary means of protecting employees. Contractors shall consider alternatives such as substituting less hazardous materials and the use of temporary ventilation, before requiring respiratory protection.
- Contractors shall inform the PM and BM if their work requires the use of respiratory protection. The PM will consult with NYU Environmental Services to determine whether other personnel in the area could be exposed to hazardous materials.

Fall Protection:

- Contractors shall comply with federal, state, and local legal requirements for fall protection including, but not limited to, OSHA 29 CFR 1910, Subpart M – “Fall Protection.”
- Fall protection equipment, Personal Fall Arrest System, shall meet the performance requirements of ANSI A10.14.
- A Personal Fall Arrest System is used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. The use of a body belt for fall arrest is prohibited.

- Lifelines and lanyards shall be safely secured to stable, adequate, and approved attachment points.
- NOTE: DO NOT secure lifelines and lanyards to any sprinkler system or utility piping.
 - **Scaffolding:**
- Any proposed use of scaffolding shall be approved and coordinated with the PM.
- The use and construction of scaffolding shall comply with good industry practice and federal, state, and local legal requirements including, but not limited to , OSHA 29 CFR 1910.28 and/or 1926.451.
- The erection and dismantling of scaffolds shall be performed under the supervision and direction of a qualified person.
- Scaffolds and their parts shall be sound, rigid, and capable of supporting at least four times their maximum intended loads.
- The footing or anchorage for scaffold shall be sound, rigid, and capable of carrying four times the maximum intended load without settling or displacement.
- Unstable objects shall not be used to support scaffolds or planks.
- A safe means shall be available for access to the work platform.
- Guardrails, guardrail screens, toe boards, and outriggers shall be used when required.
- Platforms shall be secured to prevent slippage.
- Each person on a swinging scaffold shall be equipped with a safety harness.
- Lifelines shall be a minimum of one-half inch nylon, or equivalent.
- 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.
 - **Tools (Hand and Power):**
- Tools shall be inspected, handled, and used in compliance with OSHA 29 CFR 1926, Subpart I – “Tools – Hand and Power.”
- Contractors are responsible for providing all tools required to perform the work.
- Hand and power tools shall be kept in safe operating condition and shall only be used for their instructed purpose.
- Defective and unsafe tools shall not be used.
- Nonsparking tools are required in areas where flammable solvents are handled or where sparks could create an explosion.

- All tools should be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Guards shall be inspected before each use and shall not be removed or tampered with.
- Tools and other materials shall not be left on stepladders, scaffolds, roofs, or other places where they may be dislodged and fall.
- Appropriate PPE shall be worn/used when using tools.
 - **Portable Electric Equipment:**
 - Portable electric equipment shall be inspected, handled, and used in compliance with OSHA 29 CFR 1910.334 and/or 1926.302.
 - 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.
 - **Pneumatic (Air Powered) Tools:**
 - Any proposed use of pneumatic tools shall be approved by and coordinated with the PM and BM.
 - Pneumatic tools shall be inspected, handled, and used in compliance with OSHA 29 CFR 1926.302 – “Power-Operated Hand Tools.”
 - Compressed air shall be turned off when the tool is not in use.
 - The manufacturer’s safe operating pressure for all fittings and hoses shall not be exceeded.
 - Pneumatic tools shall be secured to the hose in a positive manner to prevent accidental disconnection.
 - 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.
 - Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
 - **Explosive (Powder) Actuated Fastening Tools:**
 - Explosive actuated tools shall be inspected, handled, and used in compliance with OSHA 29 CFR 1926.302 and ANSI A10.3, “Safety Requirements for Explosive Actuated Fastening Tools.”
 - Any proposed use of explosive actuated fastening tools shall be approved by and coordinated with the PM and BM.
 - Explosive actuated tools shall be operated only by employees who are licensed for, and trained in the operation of the particular tool being used.
 - The type and size of fastener to be used shall be compatible with the type and size of material into which the fasteners are driven.

- Explosive actuated tools shall not be used in explosive or flammable atmospheres.
- Explosive actuated tools shall not be loaded until just prior to the intended firing time.
- Loaded explosive actuated tools shall never be left unattended.
- Explosive actuated tools shall never be pointed at anyone.

- **Waste Disposal:**

- **General (All wastes):**

- Contractors shall make every effort to reduce the amount of waste that is generated, to reuse materials with the concurrence of the PM and BM, and to segregate waste materials from recyclables.
 - All waste materials shall be properly transported, stored, handled, and contained to prevent spills, leakage, discharge, or release to the environment.
 - Contractors shall not dispose of any waste on or in NYU properties unless specific authorization is procured from the PM and BM.

- **Solid Waste:**

- Solid waste includes, but is not limited to the following materials, when not contaminated with chemical wastes:
 - Bottles/cans
 - Cardboard
 - Construction debris
 - Metals
 - Pallets
 - Paper
 - Scrap furniture
 - Wire

- **Chemical/Hazardous Waste:**

- **Contractor must provide NYU EH&S through the PM or BM prior to project start with a list of actual and potential hazardous wastes to be generated during the project. NYU reserves the right to prohibit the use of certain materials.**

- **Contractor shall also provide a binder of all MSDS sheets for chemicals to be used on the project, including 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 and EH&S shall be used.**
- **Hazardous waste generated by the contractor as part of its work is the responsibility of the contractor.**
 - Chemical waste includes, but is not limited to:
 - Acids/bases
 - Asbestos or asbestos containing materials
 - Batteries
 - Caulk
 - Caustics
 - Cement, glue, or sealant
 - Chemicals
 - Cleaning products
 - Mercury switches and thermostats
 - Insecticide
 - Laboratory equipment
 - Florescent light ballasts and lamps
 - Oils and fuels
 - Paint and coatings
 - Refrigerants
 - Smoke detectors
 - Solvents
 - CRT's/electronic equipment
 - 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.

- The contractor shall label and package all waste and arrange for disposal by EH&S through the PM.
- Laboratory Renovations
 - PM should request a walk-through with EHS and hazardous waste contractor prior to the project
 - If initial walk-through was conducted while the project area was occupied, a second inspection should be scheduled after the area is vacated
 - EH&S will request a chemical waste proposal from the hazardous waste contractor to be given to PM.
 - Laboratory Fume Hoods and Exhaust Ductwork should be communicated to EH&S first.
 - Fume Hoods should not be removed without prior approval with EH&S
- Coordination of disposal of any hazardous waste from a project will be through EH&S
- Fluorescent Light Ballasts
 - Ballasts must be removed from light fixtures that are to be disposed (ballasts labeled “No PCBs” need not be removed (can be disposed of in regular solid waste).
 - Ballasts should be placed into open-top DOT approved 30 or 55-gallon steel drums, labeled with the standard EPA PCB label, and kept in a secure location.
 - EH&S must be notified of the removal of PCB Ballasts in order to provide drums, labels and removal of drums.
 - Contractor must report leaking ballasts to EH&S through PM or BM immediately. Leaking ballasts must be handled as hazardous waste.
 - PM or BM will contact EH&S for removal of ballasts
- Fluorescent Light Bulbs
 - Used fluorescent bulbs must not be disposed of as regular trash or construction debris
 - Used bulbs should be placed into cardboard containers designed specifically for them.
 - EH&S must be notified of the removal of fluorescent light bulbs in order to provide drums, labels and removal of drums.
 - Contractor must report broken bulbs to EH&S through PM or BM immediately. Broken bulbs must be handled as hazardous waste.
 - PM or BM will contact EH&S for removal of fluorescent bulbs.
- Mercury Thermostats
 - Mercury switches or thermostats should and can be removed (without breaking the mercury bulb) and placed into a sealed, leak proof container or arrange with EH&S through PM or BM.
 - Report broken mercury switches and/or thermostats to EH&S through the PM or BM immediately.

Emergency Numbers (NYU phone extension):

Public Safety: 212-998-2222 (X82222)

Environmental Health & Safety: 212-998-1450 (X81450)

Helpline: 212-998-1001 (X81001)

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

APPENDIX A to Safety Policy 101
 (Hazardous Waste Minimization and Disposal Program)
 For Contractors and FCM

Purpose of Plan: The intent of this Compliance Plan is to assist contractors to properly identify, handle, store and dispose of Hazardous and Universal Waste generated during construction activities. Any chemical or material that meets the definition of hazardous or universal waste must be handled, stored and disposed in accordance with all applicable University, State and Federal requirements. Disposal of all hazardous and universal waste generated during construction activities at or in NYU buildings will be done through NYU EH&S by calling 212.998.1450.	
Location	
NYU PM:	Project start date
Contractor performing work:	Estimated duration:
Contractor Supervisor's Name:	Telephone:
Brief description of Project	
Who will provide MSDS to EH&S? (Print name)	Signature: Date:
Who will maintain MSDS file? (print name)	Signature: Date:
Who will train workers on proper handling, storage and labeling of waste containers? (Print name)	Signature: Date:
Who will ensure a chemical spill kit is onsite?	Signature:

(Print name)	Date:
Hot Work Permit Obtained by (if applicable)?	Signature:
(Print name)	Date:
Confined Space Permit Obtained by (if applicable)?	Signature:
(Print name)	Date:
*Disposal of hazardous and universal waste will be done through NYU EH&S. Call 212.998.1450 to make arrangements for waste pick up.	
Compliance Plan Approved by (Contractor)	Signature:
(Print name)	Date:
Compliance Plan Approved by (EH&S)	Signature:
(Print name)	Date:

Hazardous and Universal Waste Compliance Plan
(Hazardous and Universal Waste Generated by Contractors)

Waste	Check if this waste will be generated	Labels Needed	Comments from EH&S
Aerosol Cans		“Hazardous Waste –Used Aerosol Cans”	
Asbestos		Call EH&S for appropriate contacts and guidance	
Batteries (except alkaline)		“Universal Waste – Used Batteries”	
CFCs		Call EH&S	
Computer Equipment		Coordinate disposal with PM/Facility Manager	
Construction Debris containing Lead Paint		If Residential: Dispose as C&D waste; If Commercial: Determine if Hazardous – call EH&S	
Degreasing Solvents		“Hazardous Waste – Used (name of solvent)”	
Fluorescent Light Bulbs		If unbroken: “Universal Waste – Used Fluorescent Light Tubes” (store in containers provided by EH&S), If broken, “Hazardous Waste – Broken Fluorescent Light Tubes”	
Latex Paint		“Non-Hazardous Waste – Latex Paint”	
Lead Paint Chips		If Non-Residential Building “Hazardous Waste – Lead Paint Chips”	
Light ballasts (unless labeled non-PCB)		“Hazardous Waste – Contains PCBs)	
Oil-Based Paint		“Hazardous Waste – Paint”	
Paint Thinners		“Hazardous Waste – Used Paint Thinners”	
Rags with Used Oil		“Non-Hazardous Waste – Oily Rags”	
Rags with Used Paint		Determine if Hazardous – call EH&S	
Rags with used Solvent		Determine if Hazardous – call EH&S	
Sink Traps		Coordinate Disposal with EH&S	
Thermostats (if mercury containing)		Universal Waste – Thermostats containing mercury”	
Transformers, capacitors (unless labeled non-PCB)		“Hazardous Waste – Contains PCBs”	
Used Oil		“Non-Hazardous Waste – Used Oil” (use secondary containment for oil if floor drains are present)	