

Eastern Kentucky University



Contractor Handbook

Richmond, Kentucky

Welcome to Eastern Kentucky University in Richmond, Kentucky. We are committed to providing a safe work environment for all employees and contractors on campus. We believe with cooperation with ECU and you, the contractor we can ensure a workplace free of recognized hazards.

This contractor handbook will be reviewed with you by an Eastern Kentucky University representative before you start work on campus. You, your employees, and any sub-contractors you bring on campus, must review this handbook, check next to each topic in the subject checklist in the back of the booklet as each subject is reviewed, sign the handbook acknowledge at the back of the booklet and return the acknowledgement to the project coordinator/supervisor on or before the date that work is started. Each contractor should keep a copy of the contractor agreement for future reference. Contractors will be required to complete the contractor handbook annually. The signed handbook will be maintained by facility services.

Contractors who may be on site for an extended period of time, or who have a site superintendent, or those performing specialized work such as confined space entry, may be required to participate in a contractor safety meeting prior to beginning the job. These contractors may be required to have their own safety manual, maintain a daily sign in logs, provide documentation of specialized training and conduct safety training meetings relevant to the work being performed.

Contractors must never perform any work that could violate Kentucky Occupational Safety and Health regulations. Failure to comply with the practices outlined in the ECU Contractor Safety Handbook may lead to immediate expulsion from the site and termination of contract.

Important Site Phone Numbers

EKU Police	859-622-1111
EKU Parking	859-622-7275
EKU Facilities Management	859-622-2966
EKU Environment Health & Safety	859-622-3437

Parking

Contractors are required to purchase a permit for any vehicle they have in use on campus. If the contractor chooses not to visit the EKU Parking office and purchase a permit, they are able to park in the Big E lot and utilize the transits. It is advised that contractors purchase parking permits.

Tobacco Product Use

The use of tobacco products is forbidden in all areas on campus. Everyone deserves the right to breathe clean air and protect their health while studying, living, and working at Eastern. Eliminating tobacco use will also keep our campus beautiful.

Clothing and Other Personal Protective Equipment

Contractors shall supply their employees with all appropriate personal protective equipment (PPE) and ensure that their employees use it in accordance with the applicable legislation or standard.

Hazard and Incident Reporting

In the event of an incident:

- Ensure that the supervisor is notified immediately.
- If required, seek supervisor immediate first aid.
- Report incident to EKU project Manager as soon as possible.

The contractor shall be responsible for reporting and recording hazards, near-misses and other incidents that occur while working for Eastern Kentucky University

Housekeeping

All work areas must be kept clean and orderly to the extent that the nature of the work allows. Materials and equipment must not be stored in such a manner as to block exits, fire extinguishers, valves, electrical cabinets, safety showers or eye wash stations. All trash and debris shall be placed in proper waste containers.

First Aid

Contractors are responsible for the first aid needs of their staff. All injuries, no matter how minor, are required to be reported to the project supervisor immediately.

Fire

In the event of a fire in the immediate work area, activate the nearest fire alarm pull station and evacuate the building by the nearest emergency exit.

If a fire alarm originates in an area other than where the contract work is being performed, contractors should secure their area and evacuate the building.

Spills

In the event a chemical spill occurs, contractors will be notified by the project supervisor. Under no circumstance no power equipment may be utilized within 50 feet of a spill. This includes but not limited to forklifts, hand trucks, manlifts or any other equipment that may provide an ignition source.

Hot Work

The permit is issued when spark and flame producing work such as welding, cutting, brazing, operating electric tools or grinding is to be performed outside of a designated fire safe area.

EKU requires that monitoring equipment be used to determine oxygen level, upper and lower flammable limits, and toxic gas concentrations. These units must be used to document conditions prior to and during hot work in areas that are not fire safe.

Only authorized employees may use equipment needed to perform hot work operations, and only after the issuance of a hot work permit.

Lockout/Tagout

This permit is issued when accidental energizing and/or startup of electrical, pneumatic, hydraulic, steam or mechanical energy sources could cause personal injury or equipment damage. Contractors must remove their locks before re-energizing occurs.

Confined Space Entry

A confined space entry permit is issued when an entry is made into any area which, by design, has limited entry and egress and may contain oxygen deficient or hazardous atmosphere. Examples of confined spaces at ECU include, but are not limited to, tanks, pits, manholes, boilers, tunnels vats. The ECU project supervisor or ECU Environmental Health & Safety must be notified when confined space entry may be required and all appropriate permits and monitoring must be completed before entry is made.

Only authorized entrants and attendants will be approved to work in confined spaces. Confined space entry work must be scheduled in advance, if possible, in order to provide adequate safety measures.

Electrical Work

Contractors cannot perform any electrical work unless the contractors are properly trained and authorized.

Machinery and Tools

Contractors are responsible for ensuring that tools and equipment which are brought to the site are maintained in safe working order and used only for their intended purpose.

Proper guards must be properly installed on all power tools before use. Tools without proper guards or tools that have been modified may not be used at the site.

Ladders and Fall Protection

Contractor ladders must be in safe working condition. Any contractor ladders left unattended on site must be secured so that they cannot be used by other personnel. No wooden ladders may be used on Eastern Kentucky University's campus.

Fall protection is required on all residential style roofs on university property. This includes but is not limited too a full body harness, tie off lanyard and anchor point. Flat style commercial building roofs may be accessed without fall protection but must not get any closer than 6 feet from the edge of the roof. If edge access is required fall protection is required.

Environmental Health & Safety

The mission of Environmental Health and Safety is to sustain and enhance a safe and healthy EKU community by mitigating the risk of injury through the availability of proper procedures and training and reducing our impact on the environment by maintaining strict regulatory compliance.

Conclusion

Concern, cooperation, and commitment are required of each individual in maintaining a safe workplace. Contractors and their employees are responsible for immediately informing the EKU project manager or EKU Environmental Health & Safety of any unsafe acts or hazardous conditions which are observed.

Failure to follow safety rules may lead to painful injury, loss, of wages, shock to the family and interruption of business. Accidents usually attributed to an unsafe act, are preventable. Allow a moment to "Take two and think it through" before acting and permit common sense to prevail.

Submit Review Acknowledgement Checklist

By checking the box next to each subject below, I acknowledge that each topic has been explained to my satisfaction and any questions have been adequately addressed.

- Important Site Phone Numbers
- Parking
- Tobacco Use Policy
- Clothing and Other Personal Protective Equipment
- Hazard and Other Incident Reporting
- Housekeeping
- First Aid
- Fire
- Spills
- Hot Work
- Lockout Tagout
- Confined Space Entry
- Electrical Work
- Machinery and Tools
- Ladders
- Environmental Health & Safety

Handbook Acknowledgment

This is to acknowledge that I have received a copy of Eastern Kentucky University Contractor Handbook.

I have read its contents and have had any questions I may have addressed by the ECU project manager or any other appropriate ECU personnel.

I hereby agree to comply with all rules and regulations in the handbook and any additional specific work ruled required on my job.

I am aware that all contractors must complete this training before performing any work on site.

Name _____
(Print)

Signature _____

Date _____

Contractor _____

EKU Project Manager _____

