

# CONTRACTOR SAFETY



# ***IMPORTANT CONTACTS***

EKU Police- 859-622-1111

EKU Parking- 859-622-7275

EKU Facilities Management- 859-622-2966

EKU Environment Health & Safety- 859-622-3437



# **CAMPUS INFORMATION**

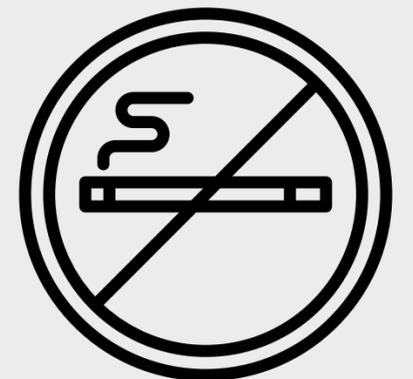


## **Parking**

Contractors are required to purchase a permit for any vehicle they have in use on campus. If the contractor chooses not to visit the ECU 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**

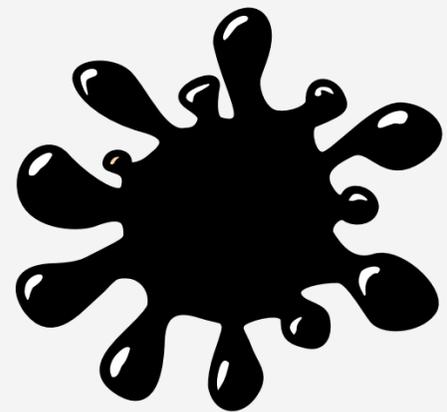
The use of tobacco products is forbidden in all areas on campus. Everyone deserves the right to breathe clean air and protect their health while studying, living, and working at Eastern. Eliminating tobacco use will also keep our campus beautiful.



# CAMPUS INFORMATION

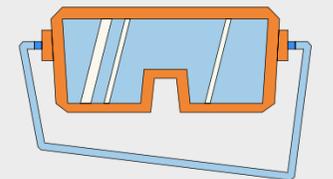
## Spills

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.



## Clothing & PPE

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.



# CAMPUS INFORMATION

## 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.

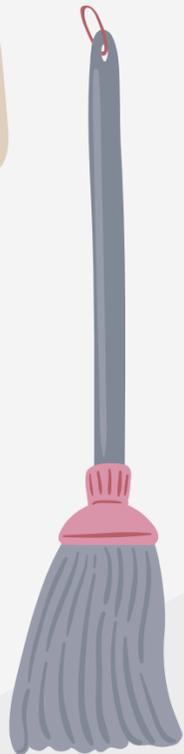
If a fire alarm originates in an area other than where the contract work is being performed, contractors should secure their area and evacuate the building.



# ***CAMPUS INFORMATION***

## **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.



# CAMPUS INFORMATION



## 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. ECU 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.

## 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.

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

# **CAMPUS INFORMATION**



## **Hazard & Incident Reporting**

### In the event of an incident:

Ensure that the supervisor is notified immediately. If required, seek supervisor immediate for first aid. Report incident to ECU 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



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.

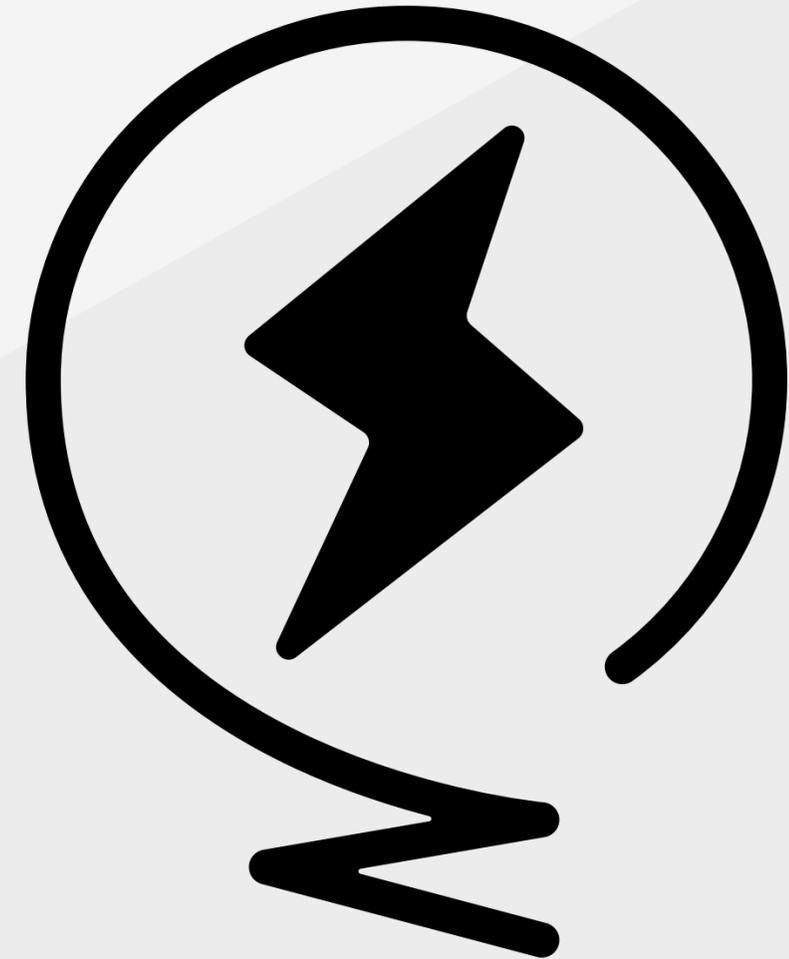


Only authorized entrants and attendants will be approved to work in confined spaces. Confined space entry work must be scheduled in advance, if possible, in order to provide adequate safety measures.



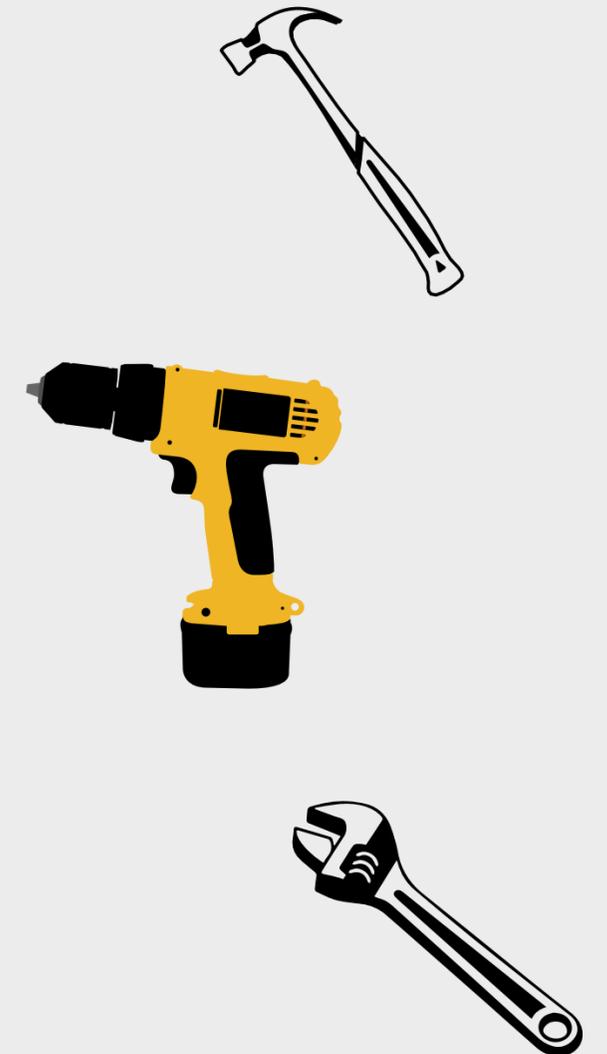
# ***ELECTRICAL WORK***

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



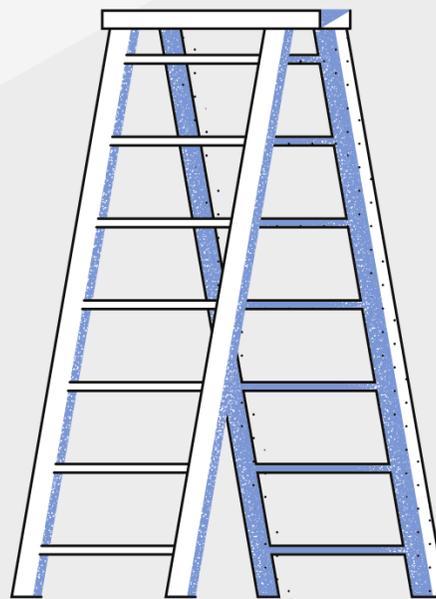
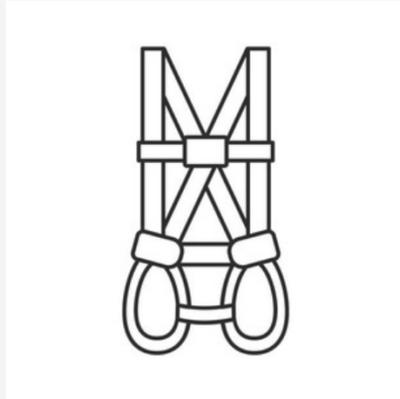
# ***MACHINERY & TOOLS***

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 & 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 to 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***



**EHS Director-  
Dekia Gaither**

(850)622-3437



**EHS Manager-  
Donnie Newman**

(859)622-1589



**EHS Specialist -  
Courtney Rader**

(859)622-2641



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*Concern, cooperation, and commitment are required of each individual in maintaining a safe workplace. Contractors and their employees are responsible for immediately informing the EKV project supervisor or EKV 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.*



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**THANK YOU**

