

## **XXVI. Contractor Safety & Environmental Guidelines** (For General Contractors and Sub-Contractors)

### **1. PURPOSE**

- 1.1 This procedure highlights minimum safe working practices required for all contractors working at city of Winston-Salem facilities or job-sites. It is intended to improve safety performance and help ensure the safety of contract employees as well as the employees of this facility.
- 1.2 It is fully recognized and agreed that contractors have the primary responsibility for executing on-site safety for their own activities. Each contractor is responsible for ensuring that its employees, and the employees of any subcontractors, comply with all applicable local, state and federal regulations. All work performed shall comply with the requirements of the Occupational Safety and Health Act of 1970, without exception.
- 1.3 The City of Winston-Salem will not act as the controlling employer in regards to safety issues. It is the responsibility of the contractor to implement and maintain ALL safety precautions and procedures.

### **2. SCOPE**

- 2.1 The contractor shall provide a copy of their written Safety Policies/Plans to the City of Winston-Salem for their review before any on-site work activity has begun.
- 2.2 In the absence of the Contractor's own written safety policies, these safety practices shall be followed (as a minimum) whenever performing work for the City of Winston-Salem.
- 2.3 The contractor shall ensure that all subcontractors observe the safety practices in the same manner as the contractor.

### **3. PERSONAL PROTECTIVE EQUIPMENT & SAFE WORK PRACTICES**

- 3.1 *Safety glasses* meeting the requirements of ANSI Z87.1 must be worn at all times when eye hazards are present from exposure to flying particles, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation. Safety glasses are also required to be worn while working in laboratory, shop, and maintenance areas. Other activities requiring eye protection include: welding, cutting, burning, using pneumatic impact tools, grinding, buffing, using hand tools, applying or removing insulation, and painting.
- 3.2 *Hearing protective devices* must be worn when working in areas that require hearing protection based on noise level monitoring or when performing a task that produces high noise levels. Areas where hearing protection is required should be marked with appropriate signs.
- 3.3 *Appropriate hand protection* shall be worn to protect against chemical contact, severe cuts or

lacerations, punctures, or harmful temperature extremes. Chemical resistant gloves must be rated/compatible for the specific chemical being used.

- 3.4 *Hard hats*, meeting the requirements of ANSI Z89.1, are required whenever there is a potential for injury to the head from falling objects or striking a low overhead structure. The City of Winston-Salem requires that all personnel wear hard hats on all job-sites. *Foot protection*, meeting the requirements of ANSI Z41, shall be worn when there is a danger of foot injuries due to falling or rolling objects or objects piercing the sole. The city of Winston-Salem requires that all personnel wear appropriate footwear on all job-sites.
- 3.5 *Respiratory protection*, if used, must be NIOSH approved, must be appropriate for the hazard and must be maintained, cleaned and stored properly. All persons wearing respirator devices must be medically approved to do so and fit-tested.
- 3.6 Drinking of, or possession of, alcoholic beverages, or possession of illicit drugs or firearms while on property owned or operator by the city of Winston-Salem, during working or non-working hours, is strictly forbidden.
- 3.7 Entry into confined spaces may only be performed by authorized personnel, following OSHA's confined space requirements. Prior to entry, atmospheric monitoring shall be conducted, re-tested as necessary, and an entry permit shall be completed where applicable (permit required confined space) to verify safe entry conditions.
- 3.8 All safety equipment, safety showers, eye wash fountains, fire extinguishers, emergency exits, walkways, and other areas of egress must be kept clear at all times.
- 3.9 All project areas shall be kept clean and free of debris and rubbish in order to prevent accidents and fires.

#### **4. CHEMICAL SAFETY AND HAZARD COMMUNICATION**

- 4.1 Departments of the City of Winston-Salem located at a job-site where contractor work is being performed will provide Material Safety Data Sheet (MSDS) for hazardous chemicals used at that facility in which contract employees may be exposed, come in contact, or directly handle. The contractor shall inform his employees of the hazards of the chemicals.
- 4.2 The contractor is responsible for maintaining MSDSs for all hazardous chemicals/materials provided by and used by the contractor or subcontractor.
- 4.3 When handling corrosive materials or irritants, PPE in the form of hand, eye, and face protection shall be used.
- 4.4 All compressed gas cylinders shall be secured from falling at all times, capped when not in use, and 'reactive' gasses shall be separated at all times.
- 4.5 At no time shall gasoline be used as a cleaning agent.

4.6 Flammable liquids and solvents shall be handled in approved safety cans with flash back arrestors and tight closing lids.

## 5. FALL PROTECTION

5.1 All *ladders* used shall be heavy duty industrial type ladders. The use of aluminum ladders for electrical work is prohibited.

Ladders shall be secured at the base by safety feet or equivalent and tied off at the top when there is a chance of displacement from workplace activities or traffic. All portable ladders used to gain access to an upper landing surface shall extend at least 3 feet above the landing, secured at the top, and a grasping device provided. All straight and extension ladders shall have approved safety feet and be equipped with a 10 foot (minimum) by 1/2 inch rope spliced to the next-to-top rung.

Ladders with split or broken rails, treads, rungs, or with feet missing or otherwise damaged or considered unsafe must be removed from the job. Step ladders shall not be used as straight ladders. The height of the ladder must be sufficient to keep from working from the top of the ladder or the top three rungs of an extension ladder. The ladder shall be positioned so that the base is set out from the vertical a distance equal to one-fourth of the ladder working length

5.2 During *overhead work, ground work, or work inside a production area*, all areas must be roped off, and a warning sign shall be placed on the floor. All areas involving overhead work or work inside an occupied area that poses a hazard to other personnel shall be roped off and/or warning signs placed to limit access to the area.

5.3 All *excavations and trenches* shall comply with OSHA's Trenching and Shoring requirements, which require guarding by a sloping system, shoring system, support system or equivalent. In addition, access to these areas shall be controlled with and by a 'buffer zone', such as a barricade to include rope or tape and appropriate 'warning' signage, as well as illuminated or reflective warning lights or signs for night time identification.

5.4 All work platforms 6 feet and higher shall be equipped with a standard guardrail on all open sides. This guardrail consists of a top rail of 42 +/- 3 inches, mid-rail and 4" toe board and must be able to withstand an applied force of 200 lbs. Where guard rails cannot be provided, full body harness shall be worn with a lifeline securely attached to an appropriate anchor point (rated for 5000 lbs. force). Free fall distance when using a full body harness must be limited to 6 feet or less. Lanyards may not be 'tied back' to themselves, and 'safety belts' are prohibited in all circumstances.

5.5 Hoses, welding leads, electrical drop cords, etc., shall be kept out of personnel traffic areas when possible. Otherwise, they shall be adequately protected from damage and presenting a tripping hazard by suspension, signs, barricades and/or burying.

## **6. ELECTRICAL SAFETY PRACTICES**

- 6.1 The Contractor shall ensure that electrical or mechanical equipment is properly locked and tagged out before employees begin work. The Contractor shall provide one lock and tag to accompany the facility lock and tag for each piece of equipment on which the Contractors', or their sub-contractor employees are working.
- 6.2 All electric hand tools shall be grounded unless it is recognized by UL as having a double insulated rating. Frayed or defective electrical cords shall not be used.
- 6.3 All extension cords and power tools shall be used with appropriate Ground Fault Circuit Interrupter (GFCI) protection that is tested regularly.

## **7. WELDING, CUTTING, BURNING OPERATIONS**

- 7.1 Adequate fire protection and other safety precautions must be addressed before any hot work is executed.
- 7.2 Shields, curtains, or flame retardant tarpaulins and/or clothing shall be used to shield personnel and equipment from welding operations. When welding, cutting, or burning, a employee shall keep a fire watch. All sparks must be contained to the area of operation.
- 7.3 The Contractor shall ensure that fire extinguishers are provided at all welding, cutting, and burning operations.

## **8. HEAVY EQUIPMENT OPERATION**

- 8.1 Only qualified personnel may operate the facility fork lift trucks or similar material handling or earthmoving equipment. .
- 8.2 Only approved personnel work platforms shall be used with fork lifts or similar material handling or man-up lifts. The platform must have standard guard rails or equivalent means of fall protection and be secured to the lift. Proper communication (visual or otherwise) must be maintained between the personnel on the platform and the lift operator at all times. The vehicle shall not be moved with the platform in the raised position.
- 8.3 All personnel in aerial lifts shall wear a full body harness and lifeline that is anchored to the platform cage as a means of fall protection in addition to the protection provided by the platform cage guard rails.

## **9. ENVIRONMENTAL RESPONSIBILITIES**

- 9.1 No hazardous or environmentally damaging materials can be poured into a process or storm drain.

9.2 It is the responsibility of the Contractor to dispose of hazardous materials that are used by the Contractor (e.g., paints, solvents) during their work operations at the facility in accordance with Federal, State, or Local regulatory requirements.

## **10. GENERAL WORK PROCEDURES**

10.1 Contractors must provide all tools necessary to perform the assigned tasks

## **11. REFERENCES**

11.1 29 CFR 1910 and 1926 - OSHA General Industry and Construction standards