



6001 University Boulevard  
Moon Township, Pennsylvania 15108

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*Safety Policy Manual Section 1.0*

*Policy No. SM1.12*

***Contractor's Safety Handbook***

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- A Safety Infraction Notice
- B Contractor Safety Orientation Sheet

## *1.0 General Information*

### **1.1 RMU Requirements:**

- 1.1.1 The contractor is required to comply with all applicable Occupational Safety & Health Administration (OSHA), Environmental Protection Agency (EPA), state and local regulations as well as the company's own safety program. In addition, while working at RMU, the requirements outlined in this handbook must be observed to insure safety and health to RMU students, staff, contractors, visitors and other persons at the university. It is also intended to protect against damage to RMU property/facilities and the property of other contractors.
- 1.1.2 The work practices and procedures listed below are not all inclusive, but are merely intended to be illustrative of the type of conduct which has always been required of our employees to promote a safe environment where effective job performance, student education and the campus community is not disturbed by the conduct of others.
- a) Contractors/employees are expected to follow all federal, state, local and company safety rules, procedures and common safety procedures and practices when working on RMU property.
  - b) Contractors must abide by all smoking rules or restrictions while working at RMU facilities.
  - c) Personal protective equipment must be used as required by OSHA (29 CFT 1926-Subpart E) and may include head, hand, eye, foot, hearing, respiratory and protective clothing.
  - d) Contractors may not use RMU tools, moving equipment or stock room supplies without prior approval from the Project Manager. In such cases, the contractor shall hold harmless RMU from and incidents associated with such equipment.
  - e) All injuries, unsafe work practices and similar safety conditions must be reported to your (contractors) supervisor and RMU Construction Management immediately.
  - f) Never operate any machine or rotating equipment unless all guards and safety devices are in place and in proper operating condition.
  - g) Contractors shall maintain/comply with all 'Life Safety' aspects which may be impacted by the project including, but not limited to; keeping corridors, stairways, exits and emergency equipment clear of obstruction at all times. Work areas must be kept as clean as possible at all times.
  - h) Compressed gas cylinders must have protective caps in place and cylinder valve closed when not in use. Cylinders must be properly secured to prevent falling.
  - i) A portable fire extinguisher is required to be close at hand and visible whenever flammable materials or open flames are to be used (see Hot Work in section III. D).
  - j) Employees are expected to perform their work process in accordance with the instructions and procedures specified and report any inadequacies in the process to their supervisor.
  - k) All Contractor Employees are required to remain in the general area of their assigned work. Do not enter other areas unless authorized by the Project Manager.

- l) No tools are to be left unattended in public areas.

## **1.2 Conduct:**

- 1.2.1 The following list, which is not all inclusive, includes acts and behaviors which are prohibited and for which an employee/contractor may be removed from RMU Premises.
- a) RMU students, staff and visitors are our basic priority. All considerations should be given to maintain an environment that fulfills the university goals and meets the expectations of our customers.
  - b) Failure to follow specific instructions or specifications.
  - c) Unauthorized use of company materials, tools or equipment.
  - d) Unsafe practices or acts; violating any environmental law, regulation or procedure.
  - e) Obscene or abusive language; racial, gender or ethnic slurs.
  - f) Deliberately damaging, defacing or misusing university property or the property of others.
  - g) Removing property from the university premises without appropriate authorization.
  - h) Gambling, bookmaking or selling lotteries on university property.
  - i) Fighting or other acts of physical violence including horseplay which can result in bodily harm to another individual; threatening violence to or harassing or intimidating any person while on university premises.
  - j) Immoral or indecent conduct; sexual harassment. Contractors shall comply and review with each employee RMU's 'Sexual Harassment Policy' and understand that a "no tolerance" policy will be strictly enforced.
  - k) Reporting to work when ability is impaired by the use of non-prescription drugs or intoxicant.
  - l) Illegally possessing, selling, distributing or manufacturing drugs on university property.
  - m) Possessing a firearm, ammunition or any other kind or weapon on university property without specific authorization.

## **1.3 Biological Monitoring:**

- 1.3.1 All contractors and sub-contractor employees who will be working in areas of potential exposure to lead, cadmium and/or hexavalent chrome may be required to submit blood and/or urine sample prior to the start of work and at the completion of the work. Appropriate monitoring and compliance with asbestos, silica and similar hazardous materials may also be required.

## **1.4 Accident And Injury Reporting:**

- 1.4.1 Contract employees shall report all accidents and injuries to his/her supervisor. Contractors are responsible for seeking their own medical treatment.
- 1.4.2 Any injury requiring more than first aid treatment must be reported to the RMU Project Manager.

**1.5 Emergency Provisions:**

- 1.5.1 The contractor is to provide for emergency eye washes, showers and medical treatment of their employees. All spills or splashes are to be reported to the Project Manager.
- 1.5.2 The contractor must provide spill containment, decontamination of affected clothing, equipment, facilities and spill clean-up.
- 1.5.3 Secondary containment must be provided for all hazardous material containers as required by the Environmental Protection Agency and/or the Pennsylvania Department of Environmental Protection.
- 1.5.4 Prior to the start of any work, employees must identify the nearest fire alarm, know how to activate the alarm, when to evacuate and by what exits and where to report during an evacuation.
- 1.5.5 Supervisors are required to know who is on their job and be able to account for them after an evacuation. Supervisors must report missing personnel and their presumed location to the University Representative (Public Safety) as quickly as possible.
- 1.5.6 The contractor shall provide the RMU Project Manager an emergency contact list identifying appropriate names, phone numbers and pager numbers.

**RMU Emergency Numbers include:**

Public Safety (24/7) – (412) 397-2424

Facilities Operations Center – (412) 397-4343

## ***2.0 Environmental Practices***

**2.1 Spills:**

- 2.1.1 Spills must be properly managed to prevent harm or degradation of the environment access to storm water or sanitary sewer drains and to insure worker safety.
- 2.1.2 Call the Project Manager and Safety Services Department (412) 397-6282. Identify the location of the spill, the material, volume and the spill control measures implemented.
- 2.1.3 Evacuate the area if the spill involves hazardous, explosive or flammable materials that cannot safely be contained.
- 2.1.4 If there are any questions, please contact the Safety Services Department for further guidance or assistance.

**2.2 Construction Waste:**

- 2.2.1 All contractors are responsible for the proper disposal of construction debris generated.

2.2.2 The responsibility for disposal will be stated in the contractual agreement between the contractor and RMU and the contractor must abide by the contractual provisions.

### **2.3 Wastewater Disposal:**

2.3.1 The most important rule to remember is NEVER pour or dump any hazardous substance in a facility drain or down a sink inside or outside the facility.

### **2.4 Industrial Waste:**

2.4.1 Contractors must make advance arrangements with the RMU Project Manager for the placement of the proper waste containers at the work-site.

2.4.2 Waste is to be placed in the specified containers. Waste is not placed in any existing waste container located in the facility without approval from the Project Manager.

2.4.3 Enclosed disposal chutes are to be used whenever waste materials are to be dropped more than 10 feet. Chutes must meet applicable fire safety approval for the intended use.

2.4.4 The contractor must follow the instructions and directions as provided by the Project Manager.

### **2.5 Hazardous Waste:**

2.5.1 Any work that involves the generation of hazardous waste must be reviewed with the Project Manager and Safety Services.

2.5.2 Only qualified contractors who can demonstrate evidence of having trained their personnel in accordance with OSHA 1910.120 or specific OSHA standards are to be used for operations involving hazardous wastes.

2.5.3 The transportation and disposal of hazardous waste will be conducted by approved/licensed contractors in accordance with federal, state and local authorities.

## ***3.0 Safety Practices***

### **3.1 Environmental, Health and Safety Self Audit Program For Contractors:**

3.1.1 The contractor's self audit schedule should cover the following types of conditions or equipment at a minimum:

- Area isolation
- Fire Safety
- Security
- Electrical Equipment
- Hot Work
- Housekeeping

**3.2 Safety Infractions:**

- 3.2.1 RMU will regularly conduct safety audits of contractor work areas.
- 3.2.2 If a contractor commits an environmental/health/safety infraction, he will be given an infraction notice like the one in Attachment A. Immediate correction and a written response from the contractor is required within five working days from the date of infraction.
- 3.2.3 The response should be sent to the Associate Director of Facilities and Construction Management, the Project Manager and the Safety Officer.

**3.3 Personal Safety Equipment:**

- 3.3.1 Personal protective equipment must be worn as required by OSHA Subpart E.
- 3.3.2 The following protective equipment is not an all inclusive list, but may be required depending on the scope of work being performed:
  - a) Head Protection (hard hats)
  - b) Eye Protection (safety glasses with side shields, face shield or goggles)
  - c) Foot Protection (safety shoes with steel toes)
  - d) Hand Protection (leather palm work gloves, arm guards)
  - e) Hearing Protection (ear plugs or ear muffs as required)
  - f) Respiratory Protection (as required)
  - g) Protective Clothing as required (tyvek/suits, etc)
  - h) Welding Equipment (shields, goggles, aprons, etc)

**3.4 Safe Work Criteria, Permits and Inspections/Check Lists:**

Safe work practices, permits and/or inspections are required when performing operations posing unusual hazards and/or requiring special precautions to ensure the safety of building occupants and property. The following work requires special attention and/or action:

- 3.4.1 Construction Area Isolation: Construction area isolation to prevent the spread of dust, smoke, pathogenic fungi or other airborne contaminant outside the work area must be implemented to prevent migration into occupied space or areas outside the project area.
- 3.4.2 Life Safety Measures: All construction areas must be isolated to maintain all required Interim Life Safety measures.
- 3.4.3 Fire System: Any modification of RMU's Fire Alarm or Suppression/System(s) must be coordinated through the Facilities & Construction Management Department.
- 3.4.4 Fire Barrier/Wall Penetration: No wall penetrations are permitted until fire barriers are identified with the Project Manager. Contractor is responsible for all damage or penetration to rated

barriers. All fire barrier penetrations shall be sealed to restore such barrier to an approved state, as soon as possible.

- 3.4.5 Hot Work: The use of open flames such as welding, oxy-acetylene burning, tar kettles, etc... and the use of portable spark or heat producing equipment cannot be initiated until the requirements of (the local Authority Having Jurisdiction) are met including: moving combustible materials and posting fire watch with extinguishers.
- 3.4.6 Control of Hazardous Energy (Lockout/Tagout): Must be used for the isolation of hazardous energy sources. Contractors must provide a copy of their LO/TO Program to the Project Manager and follow. A LO/TO Permit must be completed for each LO/TO procedure.
- 3.4.7 Confined Space Entry: All confined spaces at RMU facilities must be entered in accordance with the OSHA requirements and as specified in the contractor's written policy. A Confined Space Policy must be provided to the RMU Project Manager upon request. A Confined Space Entry Permit must be completed for each entry project and such work coordinated with RMU's Project Manager and Safety Officer.

### **3.5 Ladders:**

All contractors shall maintain and use ladder equipment as specified in OSHA 29 CFR 1926.1053, including:

- 3.5.1 Ladders must be inspected by a contractor's qualified person and approved for use before being put into service. Each user must inspect ladders visually before using.
- 3.5.2 If it is necessary to place a ladder in or over a doorway, barricade the door and/or post warning signs.
- 3.5.3 No makeshift substitution equipment, boxes or supplies should be used instead of ladders, stepladders or scaffolding.
- 3.5.4 No ladders should be left unattended in public areas of travel.

### **3.6 Scaffolds:**

- 3.6.1 All scaffolds shall be erected and maintained in accordance with OSHA 29 CFR 1926.451.
- 3.6.2 Sound, rigid and suitable footing is required for all scaffolds.
- 3.6.3 Guard rail and toe boards shall be installed in conformance with OSHA Regulations.
- 3.6.4 All scaffold platforms must be equipped with standard 42 inch high handrails, rigidly secured and completely decked with safety plank or manufactured scaffold decking and 4 inch high toe boards.
- 3.6.5 Where persons are required to pass underneath, all scaffolds will be provided with ½ inch mesh screening between the toe board and guardrail.
- 3.6.6 Scaffold and components shall be capable of supporting four times its intended load.
- 3.6.7 Personnel must wear a properly tied-off safety harness on scaffold platforms not equipped with standard handrail or completed decking.



3.6.8 No one is allowed to ride a rolling scaffold while it is being moved.

### **3.7 Fall Protection:**

3.7.1 All working areas more than 48 inches above floor level must have suitable ladders or other appropriate means of access, such as compliant scaffolds or powered lifts.

3.7.2 A suitable means of fall protection conforming to OSHA Regulations shall be provided and used for all working surface above 48 inches from floor level except as noted.

3.7.3 A suitable means of fall protection conforming to OSHA Regulations shall be provided and use for building construction roofing repairs and all other building repairs where the operator must perform work more than 10 feet above adjacent floor or ground surfaces.

3.7.4 All ladders, scaffolds, lifts and fall protection equipment shall be inspected and maintained in good working order.

### **3.8 Work Area Protection – Barricading:**

3.8.1 Barricades are required around excavation, holes or openings in floors, roofs, elevated platforms, around certain types of overhead work and whenever necessary to warn people against falling or entering a potentially dangerous area. Use barricading every time you perform work above on or below floor level or grade.

3.8.2 Barricading is intended to alert pedestrians to the potential hazards such as falling objects or hazardous activities.

3.8.3 Barriers should be 42 inches high and made of wood, metal or sturdy plastic fencing properly braced.

3.8.4 Do not permit personnel who are not actively part of the work into the barricaded area.

3.8.5 Yellow Plastic Tape is not acceptable protection for most activities. Contact the RMU Project Manager with questions.

### **3.9 Excavations:**

3.9.1 Understand and follow OSHA Standard CFR 29 Part 1926, Subpart P – Excavation for shoring and escape precautions.

3.9.2 No one is permitted in an excavation area while equipment is working next to the edge.

### **3.10 Roof Work:**

3.10.1 All ladders, scaffolds, equipment and/or material used over or stored on a roof shall have buffer pads at all bearing points.

3.10.2 No ladders, scaffolds or equipment with spurs will be permitted.

3.10.3 On roof areas where there will be construction traffic, it will be the contractor's responsibility to install a temporary plywood or similar walkway over the roof membrane.

- 3.10.4 All construction debris shall be removed from all roof area(s) on a daily basis by the contractor.
- 3.10.5 It shall be the contractor's responsibility to secure any material and equipment to prevent injuries and/or property damage.

**3.11 Electrical Work:**

- 3.11.1 All electrical wires and circuits are to be considered energized unless power is definitely disconnected and the switches tagged.
- 3.11.2 Do not operate or work on any electrical apparatus, electrical switches or controls without authorization from the Project Manager.
- 3.11.3 Before working in any area where there is danger of contact with electric wires, notify your foreman/supervisor.

**3.12 Lockout and Tagout (LO/TO) Rules:**

- 3.12.1 Each contractor shall have an established lockout/tagout program and, upon request, shall supply the RMU Project Manager with a copy for review. In addition, RMU's Project Manager shall be notified of each lockout/tagout procedure.
- 3.12.2 "DANGER" tags in conjunction with contractor locks and lockout procedures shall be used on all power sources whenever there is danger of injury. Potential sources of danger include, but are not limited to:
- Electric
  - Air
  - Steam
  - Hydraulic
  - Gravity

**3.13 Guarding Machine Tools And Equipment:**

- 3.13.1 One or more methods of machine guarding must be provided to protect the operator and other workers in the area from hazards created by point-of-operation, on-going nip points, rotating parts, pinch points, flying dirt, sparks or chips.
- 3.13.2 Guarding must conform to appropriate standards or in the absence of standards, must be designed and constructed as to prevent the operator from having any body part in the danger zone.
- 3.13.3 All machines must have a positive means provided for rendering the machine inoperable while repairs and/or adjustments are made.
- 3.13.4 Only authorized personnel may remove a machine guard or override a safety interlock during the course of routine preventive maintenance or cleaning. The main power source should be disconnected and locked out and appropriate warning signs displayed.

**3.14 Power Hand Tools:**

The requirements for all electric hand tools include, but not limited to:

- 3.14.1 Safety features such as ground-fault circuit interrupters (GFCI), three-prong plugs, double insulated tools and safety switches. Proper machine guarding as appropriate.
- 3.14.2 Regular inspections of tools, cords and accessories. Repair or replace damaged/problem equipment immediately.
- 3.14.3 Use protective equipment as necessary. This may include use of specific eye, respiratory or hearing protection.
- 3.14.4 All tools shall be secured and under the control of the user. Tools shall not be left unattended in public areas.

**3.15 Power Actuated Fastening Tools:**

- 3.15.1 The contractor is responsible for the licensing and training of all operators in the use, maintenance and storage of power actuated tools. Operators shall have license cards in their possession.
- 3.15.2 This tool is to be handled and treated at all times in the same manner and with the same care as is customary in handling firearms.
- 3.15.3 Qualified operators shall wear approved gloves, goggles or complete face shields while operating these tools.
- 3.15.4 Power-actuated tools will be used with approved protective shield or muzzle attachment designed to confine flying particles.
- 3.15.5 Not to be used in an explosive or flammable atmosphere.
- 3.15.6 A warning sign shall be posted in plain site where such tools are used within a distance of 50 feet. "Danger-Explosion Tools in use within 50 feet."
- 3.15.7 Cartridges that fail to fire must be accumulated and removed from the facility.

**3.16 Pipe/Gas Lines – Classification Color and Legend:**

- 3.16.1 Positive identification of a piping/gas line system is required by lettered legend giving the name of the content in full or abbreviated form. Arrows should be used to indicate the direction of flow.

**3.17 Welding, Cutting, Burning:**

- 3.17.1 Notify the Project Manager prior to any welding, cutting, burning operations and follow all procedures necessary for conducting Hot Work.
- 3.17.2 All exposed combustible materials below welding, cutting and burning areas must be removed to a safe location, covered with fire retardant material or protected by containing all sparks and slag in an approved spark catcher.

- 3.17.3 An acceptable fire extinguisher must be at hand when doing any welding, burning, cutting or open flame work.
- 3.17.4 No welding, cutting or burning is to be done on a closed vessel or tank or any vessel previously in use unless it has been decontaminated and work is completed in accordance with confined space, hot work and similar requirements.
- 3.17.5 The user must inspect all leads, grounds, clamps, welding machines, hoses, gauges, torches and cylinders before they are put into operation.
- 3.17.6 Adequate ventilation or air filtration must be provided when performing smoke/fume generating activities.
- 3.17.7 Electric welding machines must be de-energized at the end of each shift or when not in use for extended periods.
- 3.17.8 Keep oil and grease away from oxygen regulators, hoses and fittings. Do wrenches, dies, cutters or other grease-covered tools in the same compartment with equipment.

**3.18 Flashbacks:**

- 3.18.1 This instruction applies to all areas where oxy-fuel gas welding or cutting operations are performed.
- 3.18.2 Flash back arrestors mounted at regulator outlets or in pipeline applications at the drop point are required to be used at all times.
- 3.18.3 Check valves are also required to be installed at the torch handle, but are not a substitute for flash back arrestors.

**3.19 Compressed Gas Cylinders:**

- 3.19.1 Compressed gas cylinders and associated equipment are to be inspected daily.
- 3.19.2 Flammable gas cylinders must be kept at least 25 feet from oxidizers or properly separated.
- 3.19.3 Cylinders must be properly labeled with a description of the chemical contents.
- 3.19.4 Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored. Move cylinders only when chained to a handcart – NEVER drop, roll or slide them across the ground or floor.
- 3.19.5 Equipment which uses flammable gas with oxygen or other oxidizing gases is to be protected with check valves or flash back arrestors.
- 3.19.6 Cylinders shall be kept at a safe distance or shielded from welding and cutting operations. Cylinders shall not be placed where they can contact an electrical circuit.
- 3.19.7 If a hazardous gas leak is detected, shut down operations immediately and notify the Project Foreman/Superintendent. These cylinders are to be removed from the facility.
- 3.19.8 All flammable and oxidizing gas cylinders not in immediate use and all empty cylinders are to be properly stored/chained. Empty cylinders are to be labeled "EMPTY".

3.19.9 Cylinders should be stored in an upright position and securely fastened to prevent them from falling.

**3.20 Flammable Liquids:**

3.20.1 Flammable liquids are not to be used or stored in any location where sources of ignition exist within 20 feet or unless properly protected.

3.20.2 All containers must be labeled to identify the contents and hazard. Drums and tanks of 55 gallons or more must be grounded equipped with self-venting bungs and top dispensing. Dispensing is to be into safety container electrically bonded to the container from which it is being dispensed.

***4.0 Industrial Hygiene Practices***

**4.1 Lead Or Cadmium Based Paint/Materials:**

4.1.1 For operations comprising of the grinding, welding or burning on lead and/or cadmium painting surfaces, compliance with OSHA 29 CFR 1926.62 and 1926.1127 is required and the following provided:

- a) Description of the activity to take place and equipment to be used.
- b) Description of any means to be used to keep lead concentration below the action level for all employees in the vicinity.
- c) Description of the work practices which shall be used by the contractor.
- d) The results of any "assessments" pertaining to the determination of the lead paint and air monitoring results.
- e) The area shall be posted that work is being conducted on lead painted surfaces.
- f) Work practices such as using HEPA vacuum and exhaust ventilation will be applied.

**4.2 Asbestos:**

4.2.1 Treat any insulation material as asbestos materials unless known that it does not contain asbestos.

4.2.2 Inform the Project Manager of any project that will involve or may involve disruption suspected asbestos-containing material (ACM).

4.2.3 Any contractor removing ACM must have state certification and meet government regulations.

4.2.4 Complete removal as identified in the project specification and in accordance with federal, state and local agencies.

4.2.5 Treat any damaged or fallen ACM as a chemical spill: Do not attempt to clean up.

4.2.6 Report incidents to the Project Foreman, Project Manager and RMU Safety Officer.

**4.3 Chemical and Hazard Communication Standard:**

- 4.3.1 All products and chemicals must be:
- a) Approved through the Facilities and Construction Management Department prior to usage.
  - b) In approved containers including all flammable substances.
  - c) Labeled as to the contents specific hazard(s).
- 4.3.2 Each contractor shall have a HAZCOM program including, but not limited to:
- a) Complete MSDS's on hand at the work-site for each chemical used.
  - b) Chemical inventory.
  - c) Standard labels for all containers.
  - d) Adequate training for all personnel which covers:
    - i. physical and health hazards of all products
    - ii. proper handling of the products
    - iii. personal protective equipment
    - iv. locations and use of eye washes and showers

**4.4 Respirators:**

- 4.4.1 When respiratory protection is required, the contractor must have a written respirator program as required under OSHA respirator protection standard.
- 4.4.2 Employees must be trained in the use limitations and care of the respirator.

**4.5 Confined Spaces:**

- 4.5.1 Beware of confined spaces and recognize the signs placed at confined space entry points.
- 4.5.2 Comply with OSHA 29 CFR Part 1926 Construction Requirements.
- 4.5.3 Coordinate with the Project Manager on the hazards of the confined space prior to beginning work.
- 4.5.4 Employ only personnel properly trained in confined space work.
- 4.5.5 The contractor must have calibrated atmospheric testing or air monitoring equipment.
- 4.5.6 The trained personnel shall conduct air monitoring to determine the condition within the space.
- 4.5.7 An Entry Permit shall be completed and reviewed by the Project Manager before entry.
- 4.5.8 Display the completed Permit at the site of entry.

- 4.5.9 After completion of the work, forward the Permit to the RMU Facilities and Construction Management.
- 4.5.10 Post entry supervisor at entry point if required.
- 4.5.11 Use retrieval devices (tripods, etc.) for emergencies or disabled persons.
- 4.5.12 The contractor must provide documentation of their Confined Space Entry Program including training of perennial proper calibration of equipment and Entry Permit Form.

#### **4.6 Radiation Producing Equipment, Radioactive Materials and Lasers:**

- 4.6.1 Contractors must review use of any radiation producing equipment, radioactive materials or lasers with the Project Manager and Safety Services.
- 4.6.2 Employees may wear radiation badges as specified for the duration of the job.
- 4.6.3 The contractor is responsible for verifying that users of radiation producing equipment, radioactive materials or lasers comply with federal and state regulations of its use.

#### **4.7 Process Safety:**

- 4.7.1 The contractor must be instructed in the hazards and work practices relative to compliance prior to starting any work.
- 4.7.2 Contractor must train any personnel who may conduct work in these areas on the work practices necessary to safely perform the job.
- 4.7.3 The contractor must document for RMU's review the identity of the contractor's employees, the date of the training and the means used to verify that the contractor's employees understand the training.
- 4.7.4 The contractor will notify the RMU Project Manager of any injury or illness sustained while working in these areas or buildings so RMU can maintain the required records.

#### **4.8 Safety Orientation/Training:**

- 4.8.1 All information and training necessary to complete construction work at RMU must be provided prior to the start of work. The contractor superintendent must attend a safety orientation meeting with RMU's Safety Services. This meeting is intended to review issues that are specific to Robert Morris University including the contents of this Contractor's Safety Handbook. All safety related information and training is to be covered with each contractor's employee assigned to the project. Documentation of such training shall be recorded on the attached Contractor Safety Orientation Sheet (Attachment B).

*Attachment A - Safety Infraction Notice*

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_ TIME: \_\_\_\_\_

INFRACTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

INFRACTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

OBSERVER: \_\_\_\_\_

**A written response from the Contractor is required within five (5) working days of the date of the infraction as to the corrective actions taken.**

**Respond to:**

1. RMU Associate Director - Facilities/Construction
2. RMU Project Manager
3. RMU Safety Officer



*Attachment B – Contractor Safety Orientation Sheet*

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_ TIME: \_\_\_\_\_

EMPLOYEE TITLE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

This form acknowledges that the above signed has reviewed, understands and shall comply with the contents and requirements set forth in the Contractors Safety Handbook.

PROJECT MANAGER: \_\_\_\_\_