



Contractor Workplace Health and Safety Policy

Responsible Official: Chief Operating Officer

Responsible Office: Facilities Management

Policy Purpose

This policy specifies the processes and procedures all contractors are required to follow while working at or for East Tennessee State University (ETSU).

Policy Statement

ETSU utilizes contractors for repairs, renovations, routine maintenance, new construction, etc., on the main campus, the VA campus, and at satellite locations. All contractors must adhere to ETSU's policies and procedures to ensure the orderly conduct of these activities and the health and safety of the ETSU campus community.

This Policy shall apply to all contractors, subcontractors, their employees, any of their subsidiaries, and all Facilities Management employees.

I. Responsibilities.

- A. All contractors and their employees are responsible for adhering to this policy.
- B. Facilities management directors, supervisors, and employees, while coordinating with any contractor, will ensure that contractors and their employees adhere to this policy.
- C. Contractors and their employees who fail to comply with this policy may be subject to cancellation of their contract and removal from university property.
- D. Facilities management personnel who generate requests for purchase orders that involve any digging or excavation must include the Tennessee One Call (811) requirement in their scope of work.
- E. A [Hot Work Permit](#) must be obtained from Environmental Health and Safety prior to conducting hot work. This permit must be posted at the job site.

- F. All required PPE must be provided by the contractor and enforced by the contractor. All PPE must be [ANSI](#) or [OSHA](#) approved.
- G. ETSU is a tobacco free campus. As such, contractors are only allowed to use tobacco products, including electronic cigarettes, in their company or personal vehicles. [Please see ETSU Human Resources policy number PPP-53.](#)
- H. Harnesses must be worn and be tied off if there are no parapets or approved fall protection method when working on an elevated platform (four (4) feet for industry; six (6) feet for construction). Fall protection must also be worn in all aerial lifts and possible confined spaces as per [29 CFR 1926, Subpart M.](#)
- I. Any contractor working in a radiation lab must receive ancillary radiation safety training. Please contact the Office of Environmental Health and Safety at 423-439-6028 to schedule.
- J. Excavation safety.
 - 1. If the project or maintenance activity involves any digging or excavation work, the ETSU coordinator generating the purchase order request must include the Tennessee One Call (811) requirement in the scope of work, specifically notifying the contractor of the need to utilize Tennessee One Call:

All contractors and Facilities Management employees conducting any digging or excavation work are required by state law to contact Tennessee One Call (811 or 1-800-351-1111) to have the underground utilities marked before any digging/excavation occurs. White lines are to be provided for the One Call surveyor to designate the area to be excavated. Contractors and Facilities Management employees must obtain a Tennessee One Call service locate ticket number. The excavator equipment operator must have the ticket number in his possession during the excavation. Soil within two feet of the One Call utility markings must be dug by hand.

- 2. Once the underground utilities are marked, the contractor must notify their ETSU contact/coordinator that Tennessee One Call has been utilized prior to start of work. Trenching more than 4 feet deep must have a means of egress every 25 feet. All equipment must be kept back at least 2 feet from the trench. The contractor must have a competent person in identifying hazards and determining the appropriate protective requirements (trench box, shoring, Etc.) as per [29 CFR 1926, Subpart P.](#)

- K. [Lockout/Tag Out](#) - All authorized personnel must communicate with Facilities Management personnel when locking out equipment that affects the building's normal day-to-day activities. They must follow all Lockout/tag out requirements per [29 CFR 1910.147](#).
- L. If the emergency siren sounds on campus, all persons must follow all safety instructions.
- M. Before conducting any work, all contractors must contact their ETSU coordinator, as identified in the purchase order summary sheet.
- N. The contractor will secure at its own expense, all permits, notifications, and consents required by law as necessary to perform the work and will give all notices and pay all fees and otherwise comply with all applicable city, state, and federal laws, ordinances, rules, and regulations.
- O. All contractors must provide identification for their employees, to be worn at all times while on campus. This identification must be readily visible and easy to read, and include the name of their company and the employee's name.

II. Vehicles on Campus.

All vehicles used by contractors should be identified with their company name. The name must be readily visible and easy to read. If no vehicle identification is provided, contractors must obtain a temporary Service Vehicle permit from the ETSU Parking Services Office to park on campus. Contractors will obey all campus [parking regulations](#), including the following:

- A. Contractors are allowed to park in faculty/staff and student parking spaces.
- B. Contractors are not allowed to park in the following areas:
 1. Do not park in a designated fire lane that is marked with red paint.
 2. Do not park in a designated ADA parking space.
 3. Do not park on any sidewalk or portion thereof.
 4. Do not park in any other non-designated area (e.g. grass).
 5. Do not park in any other reserved spaces (denoted by signage).
- C. Exemptions to the above requirements may be obtained from either the Director of Facilities Operations or the Director of Environmental Health & Safety.

III. Damage to ETSU Property or Injuries.

Contractors are responsible for any damages caused to ETSU property, or any personal injuries, during their work while on any campus.

Authority: T.C.A. § 49-8-203, et. Seq; *Tennessee Occupational Safety and Health Act*, T.C.A. § 50-3-101 et. Seq; 29 CFR 1926, Subpart M; [29 CFR 1926, Subpart P](#); 29 CFR 1910.147

Previous Policy: Facilities Management 300.1 Contractor Work Requirements Policy

Defined Terms

A defined term has a special meaning within the context of this policy.

Policy History

Effective Date: -

Revision Date:

Procedure

I. Check-in Log.

Before conducting any work, all contractors working on the main and VA campuses must sign the check-in log ([See Appendix A](#)), which will be maintained at the Facilities Management Administrative Office, located in the Wilbur Bond Building.

- A. Contractors performing work at the Innovation Lab, Nave Center, Fossil Museum, Kingsport University Center, Valleybrook Farm, Kingsport Family Physicians, MEAC Clinics, and the Johnson City Community Health Center may call the Facilities Management Receptionist at 423-439-7900, in lieu of completing the check-in log in person, and verbally give the log-in information (name of company, job supervisor, tel. number, location and nature of work to be performed) prior to performing the work.
- B. Contractors performing work for a Tennessee State Building Commission SBC project do not have to sign the check-in log or provide log-in information.

II. Safety Information

- A. Emergency Information - In case of emergency, such as fire, injuries, major chemical spill, ruptured gas lines or other utilities, etc., contractors should call the ETSU Dept. of Public Safety (423)-439-4480 or 911 (from a land-line). Emergency evacuation information is posted in all buildings.
- B. The use of chemicals requires Chemical Safety Data Sheets to be available onsite. Chemicals must be labeled properly. Please contact Public Safety at (423)-439-4480 for assistance with chemical spills. Do not pour hazardous chemicals down any inside or outside drain or storm drain. Do not leave any waste behind, especially paint waste.
- C. Fire Extinguishers are readily accessible in all ETSU buildings. The travel distance for employees to any fire extinguisher is 75 feet.
- D. Automated External Defibrillators are located in most buildings and signage on the outside of doors identifies the location of these devices.
- E. Any questions regarding safety issues may be referred to the Office of Environmental Health & Safety at 423-439-6028.
- F. Incidents – If an accident, injury, regulatory violation, spill, etc. occurs, the involved parties are to report the incident to the Office of Environmental Health and Safety at 423-439-6028. EHS and will complete an incident report if requested to do so.

Environmental Health and Safety Department Contacts

Mark Jee: Director of Environmental Health & Safety- 423-439-7785 (Office)

Chris Hurley: Health & Safety Specialist- 423-439-7784 (Office)

Mike Barrett: Environmental Manager- 423-439-6029 (Office)

Dan O'Brien: Radiation Safety Officer- 423-439-7743 (Office)

Mike Grim: Fire Protection Specialist- 423-439-7773 (Office)

References

[PPP-53: Smoking/Tobacco Policy](#)

[Title 65: Chapter 31 Underground Utility Damage Prevention Act \(2014\)](#)

[Contractor Safeguards Concerning Covid-19](#)

Effective Date:

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Procedure History

Related Form(s)

An example of a [Contractor's Check-In Log](#) is attached as **Appendix A**.

Scope and Applicability

Primary: Facilities

Secondary: Construction Management