

 <p>Portland Community College Health & Safety Manual</p>	Department: EH&S	
	Function: Facilities Management Services	
	Topic: Ch 18—Contractor Hazard Notification Plan	
	Board Policy: B507 Effective Date: May 2004	Revision Date: September 2020

Authority	PCC Board Policy—B507
	Portland Community College (PCC) is committed to providing a safe and healthy work and educational environment for our employees, students and visitors.

Summary	<p>Oregon OSHA regulations require notification and exchange of information for multi-employer worksites in relation to specific safety programs. These include Hazard Communication, Asbestos, Hazardous Energy Control, and Confined Space Entry.</p> <p>Additionally, any contractor or vendor performing work at PCC will be notified of rules and procedures related to safety programs that may impact a project’s scope of work.</p>
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I. PURPOSE

Oregon OSHA (OR-OSHA) regulations require notification for multi-employer worksites regarding safety programs for Hazard Communication, Asbestos, Control of Hazardous Energy, and Confined Space Entry. In addition to these specific requirements, an outside contractor or vendor performing work at PCC will be notified of safety topics or programs that may impact a project or scope of work.

Contractors/Vendors who are hired to perform on-site work (beyond office meetings) at any PCC property will be notified of the programs and the associated hazards that the college is aware of via the Contractor Notification Project Hazard Assessment form. **The notification is not designed to waive the Contractor's safety responsibilities to their employees but to provide appropriate notification under the OR-OSHA rules.**

II. AUTHORITY

Includes but not limited to:

- PCC Board Policy – B507
- OAR 437-001-0760 – *Rules for all Workplaces*
- OAR 437-003-1926.20 – *General Health & Safety Provisions*
- OAR 437-002-0146 – *Confined Space*
- OAR 1910.147 – *Lockout/Tagout*
- OAR 1910.1001 – *Asbestos*
- OAR 1910.1200 – *Hazard Communication*
- OAR 1926.16 – *Rules for Construction*
- OAR 437-003-0001 Subdivision P – *Excavation Rules*

Other related Health & Safety Manual chapters include:

- *Chapter 5: Confined Space*
- *Chapter 8: Hazard Communication*
- *Chapter 10: Control of Hazardous Energy*
- *Chapter 13: Hazardous Building Materials*
- *Chapter 16: Hot Work Procedures*

III. RESPONSIBILITY

Project Managers, any PCC employee who engages a contractor or vendor to perform work onsite at PCC, have the responsibility to:

- Evaluate the project scope of work and provide all appropriate safety notifications
- Ensure that a contractor/vendor is properly notified of PCC's safety requirements
- Obtain a signed *Form 1: Contractor Notification Project Hazard Assessment* for each contractor/vendor that engages in work on PCC property
- Maintain a file for each contractor/vendor with information pertaining to the scope of work
- Update a contractor/vendor's completed *Form 1* at a **minimum** annually but possibly more frequently based upon contractor's work or PCC location

- Ensure the contractor/vendor provides information on any chemicals used during the scope of work
- Ensure the contractor/vendor complies with PCC's Control of Hazardous Energy (LO/TO) program and equipment specific procedures
- Ensure the contractor/vendor completes all required paperwork and analysis for confined space entry when applicable
- Ensure the contractor/vendor completes all required paperwork for Hot Work Permits
- Engage EH&S on compliance matters such as regulatory site visits
- Contact EH&S with any safety and occupational health questions

Environmental Health & Safety (EH&S) has the responsibility to:

- Develop PCC specific safety programs for Hazard Communication, Hazardous Building Materials, Control of Hazardous Energy, and Confined Space Entry
- Assist Project Managers, as needed, with reviewing hazards associated with a project's scope of work

Risk Services has the responsibility to:

- Review a project's scope of work in relation to a contractor/vendor's required liability insurance

Purchasing and Contracts has the responsibility to:

- Require as part of each contract for on-site work that *Form 1* is completed before work begins.

Public Safety has the responsibility to:

- Develop and post the Emergency Guide to aid in an emergency response
- Operate and maintain the PCC mass notification alert system
- Assist in responding to incidents and injury

All Employees have the responsibility to:

- Read and understand the Health & Safety Manual
- Follow all safety procedures pertaining to their work tasks
- Be aware of various projects or work performed by contractor's in their work area and comply with all safety warnings related to those projects

IV. PROCEDURES

A. Multi-employer Worksites

OSHA refers to any work site with more than one employer operating at a time as a multi-employer worksite. An example of this includes any time a contractor or vendor performs on-site work at a PCC facility, such as renovations or equipment repair. All employers at multi-employer worksites need to know their responsibilities, roles, and accountability for employee health and safety.

PCC engages contractors and vendors to perform onsite work associated with activities such as, but not limited to:

- Compliance certifications or inspections
- Construction and/or renovation
- Waste management operations
- Equipment repair and/or monitoring
- Food Service Support
- IT Service Support
- Consulting services

On multi-employer worksites, all employers must work together to identify and control hazards to meet OSHA standards for employee health and safety. Safety planning should be done before each new project or new project phase to identify site-specific hazards and relevant safety precautions. PCC Project Managers should work with the contractor/vendor to determine the hazards as well as each party's responsibility for protection. All information regarding project hazards should be documented and maintained by the Project Manager.

B. Contractor Notification Process

To ensure site-specific hazards and safety protection information is documented and communicated to all affected parties, Project Managers must review and complete *Form 1: Contractor Notification Project Hazard Assessment*. This form must be completed for each contractor/vendor performing on-site work at a PCC facility before the work begins. Completion of this form is also required as part of each contractor/vendor's contract when on-site work will be performed. For more information on contract terms, contact Purchasing.

Form 1 is designed to assist the Project Manager in determining potential hazards that could be present at the work site or as a result of the work process. The form covers information on both general notification topics as well as program specific topics covered in other chapters of the Health & Safety Manual. The Project Manager shall review each topic listed and outline any additional information to be provided to the contractor/vendor for a given topic.

Once the Project Manager has identified the topics needing additional notification, the contractor/vendor and the Project Manager shall review the form together to discuss each topic and ensure the appropriate safety information is communicated. The form is then signed and dated, and a copy is given to the contractor/vendor while the original is kept in the contractor/vendor's file.

A new *Form 1* must be completed if:

- During the course of the project the scope of work changes from what the contractor/vendor was originally hired for.
- Additional hazards are identified that were not included in the original review.
- A contractor/vendor is engaged for more than one scope of work in a year.

A new or updated *Form 1* must be completed at a minimum annually if a contractor/vendor's scope of work spans multiple years, even if the hazards do not change.

C. General Notification Topics

Form 1: Contractor Notification Project Hazard Assessment includes several general safety topics which cover information on basic emergency response, site management, and hazard notification. Below is general information for those topics to provide guidance on what should be reviewed with the Contractor/Vendor.

1. Hazard Review and Notification

The Project Manager should work with the Contractor/Vendor to identify any potential hazards that might be present at the work site and document those hazards as well as the various protections that will be implemented. The Contractor/Vendor is responsible for performing any safety training or site inspections required.

The Project Manager will ensure that PCC employees affected by the project scope have been informed of any hazards that will impact their work area and are aware of the protections that will be used to reduce the hazards.

The Project Manager and the Contractor/Vendor will discuss the method of communication for reporting incidents and injuries. Any worksite incident must be reported to PCC. The Contractor/Vendor is responsible for the implementation of their own accident prevention program and any relevant safety programs.

The Project Manager and the Contractor/Vendor will discuss the method of communication for visits from regulatory bodies that might occur at the work site. The Contractor/Vendor must notify the Project Manager in the event of a regulatory inspection or regulatory response to a complaint so that EH&S can be present.

2. Emergency Medical and First Aid

Each Contractor/Vendor will be provided with contact information for Public Safety. If a Contractor/Vendor's employee becomes injured while on campus, the Contractor/Vendor should contact Public Safety as well as local emergency response personnel so that Public Safety can direct emergency responders to the work site.

The Project Manager will communicate to the Contractor/Vendor the expectation that the Contractor/Vendor is responsible for their own first aid personnel and supplies, however PCC has resources available.

If there are hazards present at the work site which necessitate access to emergency equipment such as safety showers or eye wash stations, the Project Manager will provide the Contractor/Vendor with information on the location of the closest equipment.

3. Infectious Disease Protections

Project Managers should discuss with the Contractor/Vendor what procedures and protocols will be in place to protect employees from infectious disease transmission at the work site. Procedures and protocols should include topics such as face coverings, social distancing, hand hygiene, and pre-screening for symptoms.

The Contractor/Vendor must incorporate infectious disease safety planning and procedures into their work practices and site plans. When required, the

Contractor/Vendor must designate a social distancing officer to ensure procedures are followed.

4. Emergency Evacuation and Alarm System

The Project Manager will review campus maps and the Emergency Guide for the campus or center where the Contractor/Vendor will be working, including noting the locations of the Safe Assembly Areas close to the work site. Any specific evacuation routes or emergency response procedures for specific situations will be communicated to the Contractor/Vendor including directions and expectations for stopping work and securing the work site.

The Project Manager will inform the Contractor/Vendor of PCC's mass notification alarm system and the types of alarms and messages that could be communicated.

5. Work Zone Hazard Notification

In the event that a work area requires specific signs or notices to warn against hazards, the Contractor/Vendor will be responsible for procuring and displaying the signs or barricades used. All signs and notification will contain wording to clearly indicate the specific hazardous condition or the instruction to be communicated to the employee. Any signal words, such as "Danger" or "Caution", will be prominently displayed.

All employees will be informed of the various signs or notices used throughout the work area and any necessary special precautions are necessary. The Contractor/Vendor is responsible for communicating to their employees and the Project Manager will be responsible for communicating to affected PCC employees.

6. Personal Protective Equipment

The Project Manager and the Contractor/Vendor will discuss the PPE that will be required while in the work area. PPE selection will account for the full range of potential hazards present as well as any work zones that would require specialty PPE for entrance, such as welding areas.

All PPE will be provided by the individual employer, whether it's the Contractor/Vendor or a sub-contractor. No employee will be allowed onto the work site without the proper PPE.

7. Waste Management and Housekeeping

Project Managers will communicate to the Contractor/Vendor the expectation that all waste generated during the course of work will be managed and disposed of by the Contractor/Vendor. The Contractor/Vendor will be responsible for coordinating pick up and disposal of all general waste streams as well as any regulated waste generated during the course of the project.

The Project Manager will communicate expectations regarding final clean up and disposal of waste before full control of the site is returned to PCC.

8. Environmental Protections

The Contractor/Vendor will be responsible for ensuring proper environmental

protections are implemented at the work site. Spill response material appropriate to chemicals and materials being handled must be immediately available, including absorbent material and/or secondary containers.

The Project Manager will communicate the locations of stormwater management systems (bioswales, UICs, catch basins) near the work area along with any specific expectations for work conducted in the area. The Contractor/Vendor will provide information on the protections that will be used during the project to ensure the systems are not impacted. Depending on the scope of work, additional pollution liability insurance might have to be included with the Contractor/Vendor's Certificate of Insurance. For more information, contact Risk Services.

9. Material Handling Equipment

The Contractor/Vendor is responsible for all safety procedures and inspections for material handling equipment (powered industrial trucks (PIT), scissor lifts, cranes, etc.) as well as ensuring proper training of their employees.

The Contractor/Vendor will provide any special equipment required for a specific work process. Only trained and authorized PCC employees are allowed to operate PCC owned equipment.

The Project Manager will communicate expectations for safety procedures to ensure the safety of students and other employees near where the equipment will be operated.

10. Fall Protection

For any project that includes work tasks performed on elevated platforms or locations with potential fall hazards, the Contractor/Vendor must ensure appropriate fall protection systems and/or equipment are implemented. Consideration should be given to safe accessibility to and egress from the work area, distance to the leading edge, and height above lower levels.

Any work performed on a roof must include appropriate fall protection systems such as guardrails, anchors, and/or PPE. The Contractor/Vendor must ensure their employees are trained for the equipment that will be used.

If the work requires the use of a ladder, the Contractor/Vendor is responsible for providing the appropriate ladder for the task (length, weight rating, etc.) as well as ensuring their employees are properly trained in ladder usage.

11. Scaffold Use

For all work requiring the use of scaffolding systems, the Project Manager and Contractor/Vendor will review the Contractor/Vendor's scaffold safety and inspection program. The Contractor/Vendor will provide the contact information for the competent person responsible for daily inspections.

12. Excavation, Trenching, and Shoring

For all work requiring excavation, trenching, or shoring, the Contractor/Vendor will provide the information for the Contractor/Vendor's excavation safety program as well as the name of on-site competent person.

The Contractor/Vendor will have a competent person on site to:

- Perform soil classification
- Design entrance and egress ramps
- Perform daily inspections of the site and protective systems
- Examine any damaged protective systems and evaluate its suitability for continued use

Before any excavation operations begin, the Contractor/Vendor will ensure all underground utilities are located and marked to prevent damage. The Contractor/Vendor will provide information on the intended methods for bracing/supporting uncovered utilities to prevent damage.

The Project Manager will discuss expectations for work site access and posting work area notifications relevant to excavation, trenching, or shoring safety.

D. Program Specific Notifications

The following topics have safety programs and chapters in the Health & Safety Manual which contain more detail on PCC's procedures and requirements. The information below is specific to responsibilities and expectations for multi-employer worksites.

1. Hazard Communication

PCC is required to inform the Contractor/Vendor of any hazardous chemicals in the work area that they may be exposed to as well as receive information on any hazardous chemicals the Contractor/Vendor will bring on site during the course of their work.

The Project Manager is required to provide, obtain, and keep a written record of the following information:

- Hazardous chemicals the Contractor/Vendor may be exposed to while on the job site and any required controls and protections.
- Potential chemical hazards associated with the work a specific Contractor/Vendor will be performing.
- Precautions PCC and Contractor/Vendor employees may take to lessen possibility of exposure
- Method PCC will use to give the Contractor/Vendor on-site access to PCC's Safety Data Sheets (SDS) for hazardous chemicals.
- Preferred method of receiving access to the Contractor/Vendor's SDS if any hazardous chemicals are brought to the site.
- Specifics of any PCC workplace labeling in the work area.

The Project Manager will provide access to relevant SDSs as needed and obtain copies of SDS for any chemicals associated with the Contractor/Vendor's work. The Contractor/Vendor's SDS must be submitted to the PCC SDS database under the location "District-wide - Contractors" for review by EH&S.

The Contractor/Vendor will provide the Project Manager with information about where chemicals will be stored, how access will be controlled, and how disposal will be managed.

For more information on PCC's Hazard Communication procedures and the chemical request process, please review *Chapter 8: Hazard Communication Plan*.

2. Hazardous Building Materials

When the scope of work will impact hazardous building materials, such as asbestos containing material (ACM), potential asbestos containing material (PACM), materials containing lead, silica, or mold, the Project Manager must review the project location to determine the presence of, and minimize impact to, these building materials.

Prior to commencing work on structures affected by project work, Project Managers shall review the Assetworks Hazardous Building Materials module in AiM to review past reports and assessment information. If the Project Manager determines that an asbestos or lead assessment is needed, EH&S shall be contacted. The assessment will include sampling of all impacted material, lab analysis to determine the presence of asbestos or lead, and a written report which will be provided to the Project Manager and EH&S. This report will contain observations and recommendations that should be followed by the Project Manager. This process is further detailed in *Chapter 13: Hazardous Building Material*.

All report and assessment information should be provided to the Contractor/Vendor along with information on abatement and/or encapsulation decisions.

If the Contractor/Vendor is performing asbestos abatement, inspection, or sampling, their employees must be certified and up to date on all training and the organization must be approved by DEQ.

For more information on hazardous building material procedures at PCC, please review *Chapter 13: Hazardous Building Material*.

3. Electrical Safety and Control of Hazardous Energy

Only appropriately rated equipment and PPE will be used when a Contractor/Vendor's work involves accessing and interacting with electrical systems.

All electrical panels will be sufficiently labeled and/or covered to ensure employee protection.

When the Contractor/Vendor's scope of work necessitates the control of hazardous energy through lockout/tagout (LO/TO), the Project Manager and the Contractor/Vendor shall provide each other information of their respective lockout or tagout procedures. The Project Manager will provide any equipment specific procedures established by the department as required by *Chapter 10: Control of Hazardous Energy*.

A mutually agreed upon Control of Hazardous Energy Program will be established concerning the lockout/tagout devices that will be used to protect employees. This coordination will help to ensure that PCC employees will know what kind of work is to be performed, where and when it is to be performed, and how they are being protected.

The Contractor/Vendor will be responsible to lockout all devices capable of locking or place an energy control tag on or as near the device as possible.

For more general information on PCC's lockout/tagout procedures, please review *Chapter 10: Control of Hazardous Energy (Lockout/Tagout)*.

4. Confined Space Entry

It is the responsibility of the Project Manager to inform the Contractor/Vendor whenever a permit required confined space entry is involved in the scope of work and provide them with specific information about the space. Confined space entry will be conducted according to both PCC's and the Contractor/Vendor's confined space plans and using the Contractor/Vendor's entry and monitoring equipment.

The Project Manager must notify the Contractor/Vendor of the hazards PCC has identified. The Project Manager must also notify the Contractor/Vendor of any precautions that PCC employees have taken for entry into the space. Information regarding space specific hazards can be found as part of *Chapter 5: Confined Space Entry*. Once entry operations are complete, the Contractor/Vendor will provide the Project Manager with information on any issues encountered or updates that should be included in PCC's program.

The Project Manager and Contractor/Vendor will work together to complete the dual permitting paperwork consisting of *Chapter 5 Form 1 Confined Space Entry Permit/Alternate Entry Form* as well as the Contractor/Vendor's confined space permit. The original permits will be maintained by the Contractor/Vendor and copies of the permits will be kept with the project file. If the confined space entry will be completed by more than one Contractor/Vendor or if PCC employees will also be entering the space, the Project Manager will coordinate the entry operations.

For more general information on PCC's confined space locations and procedures, please review *Chapter 5: Confined Space Entry*.

5. Hot Work and Welding

When a Contractor/Vendor's scope of work involves welding, it is the Project Manager's responsibility to see that the Contractor/Vendor completes a Hot Work Permit to ensure that all fire hazards are controlled. The Contractor/Vendor should provide information about their Hot Work program and complete the dual permitting paperwork consisting of both PCC's permit as well as the Contractor/Vendor's permit. These permits must be completed and provided to the Project Manager prior to commencing work. Hot Work Permits will not be required if welding is done in a welding shop area.

The Project Manager will provide information about fire protection systems in place near the work area including the location of fire extinguishers, building fire suppression systems, and fire alarm pull stations.

For addition information on Hot Work Permits and PCC's process, review *Chapter 16: Hot Work Procedures*.

V. TRAINING

Each Project Manager will complete training on the *Contractor Hazard Notification Plan* which includes how to complete *Form 1*, information on each topic, and record keeping requirements.

Along with the *Contractor Hazard Notification Plan* training, all Project Managers should be familiar with the various chapters of the Health & Safety Manual and the trainings associated with each to determine the training needs for each project. Particular attention should be given to *Chapter 5: Confined Space*, *Chapter 8: Hazard Communication*, *Chapter 10: Control of Hazardous Energy*, *Chapter 12: Personal Protective Equipment*, *Chapter 14: Hazardous Building Materials*, and *Chapter 16: Hot Work* training requirements.

VI. Recordkeeping

Form 1: Contractor Notification Project Hazard Assessment shall be maintained by the Project Manager with copies provided to the Contractor/Vendor.

Hazard Communication records shall be maintained by the Project Manager in the project file. Records should include information provided to the Contractor/Vendor about chemicals present in the work area and the method by which the Contractor/Vendor can access the SDS. Copies of all SDS provided for chemicals the Contractor/Vendor will be using during the course of work will be maintained in the project file.

Confined Space permits will be maintained by the Project Manager in the project file and any updates relevant to the hazards associated with the particular space shall be provided to EH&S for inclusion in the PCC Confined Space inventory.

Control of Hazardous Energy LO/TO procedures will be maintained by the Project Manager in the project file with copies of the procedures provided to the PCC manager responsible for the equipment impacted by the scope of work.

Hazardous Building Material records relevant to the work area and scope of work will be referenced in the project file.

Training records shall be maintained in PCC learning management software, MyCareer@PCC, as well as according to individual safety program requirements.