



Outside Contractor Policy Receipt and Acknowledgement Form

Contractor hereby certifies that it has received, read and understands Elizabethtown College's Outside Contractor Policy ("Policy"). Contractor agrees to abide by all terms of the Policy while working on campus, and further agrees to enforce the Policy as to all of Contractor's representatives, employees, subcontractors, and suppliers.

Contractor Name (print)

Project Name

Contractor Representative (print)

College Representative (print)

Contractor Representative (signature)

Date



Outside Contractor Policy

Scope

While this Outside Contractor Policy ("Policy") applies to all Contractors physically conducting work on Elizabethtown College's ("College") grounds or to the College's facilities, it is primarily intended for those Contractors involved in construction and renovation.

Purpose

This Policy is intended to protect the safety, health, and well being of the College community as well as visitors to the site and Contractors. It is also intended to address property conservation and liability issues.

Process

All Contractors must read, understand, and follow the items below while working on the College's campus. All Contractors will receive this Policy with the bid packet or prior to beginning work at the College.

1. **SAFETY PRECAUTIONS AND PROGRAMS:** The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of its Contract with the College. The Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury or loss to: (1) all students, employees and visitors of the College; (2) employees on the work site and other persons who may be affected hereby; (3) the work and materials and equipment to be incorporated therein; and (4) other property at the site or adjacent thereto. The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the safety of persons and property and their protection from damage, injury or loss, including, but not limited to OSHA. It is up to the Contractor to ensure that the performance of its work is in full compliance with all such safety requirements.
2. **EMERGENCIES:** If you become aware of an emergency including fire, injury, or health you may call 361-1111 on a cell phone, extension 1111 on a campus phone, or pick up a campus blue light phone. Campus Security will dispatch the necessary emergency services. You must also contact your College Project Manager ("Project Manager").
3. **FLAMMABLES:** The Project Manager must be informed when Contractor intends to bring flammable materials onto the site, and advised of quantities and intended use of same. Only as much of the material that is needed for the day shall be stored on site, and it should be removed at the end of the day. Where this is not practical, special arrangements must be made with the Project Manager. Flammable materials must be stored in safety containers and in vehicles when practical.
4. **STORM and SANITARY SEWERS:** Chemical materials other than water must not be placed into the sanitary or storm sewers without the written permission of the Project Manager.
5. **SECURITY/FENCING:** When the nature of the work represents a hazard to those that may pass by the project site, fences must be installed to protect the public. The need, size, construction, and location of the fence must be agreed upon in writing before the project begins.
6. **LOCKOUT/TAGOUT:** Contractor must enforce a lockout/tagout policy in compliance with OSHA and all other applicable laws, ordinances, rules and regulations.
7. **HAZARD COMMUNICATION:** Chemicals brought onto the site must be handled in accordance with OSHA and all other applicable laws, ordinances, rules and regulations. Contractors shall maintain MSDS sheets for all chemicals brought onto the site. Proper labels must be maintained on all containers of chemicals.
8. **OPEN FLAMES:** The Project Manager and the Contractor must agree on the conditions under which open flames shall be permitted. The use of the following practices will be discussed and agreed to by College representatives and the Contractors: (1) Contractor must provide a fire extinguisher in the immediate area of the open flames; (2) Fire watch must be performed in compliance with OSHA 1910.252(a)(2)(iii)(A); (3) Contractor must remove all flammables



and combustibles from the immediate area - if they cannot be removed they must be covered; (4) Contractor is responsible for checking the job site for hot spots when the job is complete and before leaving the area.

9. **SMOKING:** Project Managers shall designate a smoking area at the project site; this shall be the only place where individuals can smoke. The designated area should be away from any combustible or flammable materials and must have a five gallon bucket filled with water for the cigarette butts. This smoking area must be at least 20 feet away from any building entrances.
10. **DIGGING:** Contractor must notify the Project Manager before digging anywhere on campus. Contractor is further responsible for contacting the PA One Call System at 1-800-242-1776 three working days before digging.
11. **CRANES, ARTICULATING LIFTS, MANLIFTS, and FORKLIFTS:** Operators of these types of equipment must have a current license or certificate of training on file with their employer. Contractors using College equipment shall provide certification of training relevant to the College equipment and must execute an agreement with the College prior to the use of any College equipment.
12. **CELL PHONE USE:** Contractors may not use cell phones while operating equipment (either College-owned equipment or their own equipment) or vehicles on campus.
13. **HARDHATS:** The Contractor and the Project Manager must agree in writing when a project becomes a hardhat area and when it no longer is one. Both College and Contractor personnel must wear hardhats in hardhat areas. Contractor shall be responsible for enforcement of hardhat requirement.
14. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** Contractors must provide their employees with appropriate PPE and shall mandate use of this equipment when needed for job conditions.
15. **CONTRACTOR PARKING:** College Project Managers shall designate limited areas for Contractor parking. Contractors shall park only in designated Contractor parking areas.
16. **STANDARDS of CONDUCT:** All employees of the contractor are expected to respect the rights of others and conduct themselves in a professional and business-like manner while working on campus. Acts of willful unethical or illegal actions will not be tolerated.
17. **CONTRACTOR EMPLOYEES:** The College reserves the right for any reasonable reason to request that any employee of the Contractor or its Subcontractors be removed from the project.

Responsibilities

1. College Project Manager and Office/Work Station Manager (Facilities Management)
 - a. Ensure all initial bid packets to Contractors include this Policy or ensure it is noted in project specifications for large projects
 - b. Ensure that all Contractors working on campus sign the receipt and acknowledgement form for each large project or annually for repeat Contractors working on campus on a regular basis
 - c. Obtain certificates of insurance for Contractors working on campus
 - d. Obtain proof of workers' compensation insurance
 - e. File and maintain all sign-off sheets and certificates of insurance
 - f. Discuss issues with Contractors prior to beginning a project to outline the College's expectations regarding safety
2. Contractors
 - a. Sign the receipt and acknowledgement form
 - b. Abide by this Policy while working on campus
 - c. Provide certificate of insurance to Project Manager before beginning work on campus
 - d. Report any concerns to College Project Manager immediately



Evaluation

The Safety Committee shall be responsible for evaluating this Policy annually.

Document History

Created: 2/2006; Revised: 9/2008, 8/2009, 5/2010, 10/2010, 8/2011, 7/2012