

ILLINOIS INSTITUTE OF TECHNOLOGY

SAFETY POLICY COMMITTEE

Contractor Safety

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1 PURPOSE:

This document sets forth guidelines to assist IIT personnel in proactively communicating to contractors any known and recognized health and safety concerns unique to IIT activities that may affect contractor operations. This document will also aid IIT personnel in the development of health and safety contract specifications.

2 SCOPE:

These guidelines should be reviewed and, as appropriate, applied by all IIT employees who secure the services of a contractor for the purpose of:

- New construction
- Remodeling
- Facility maintenance or repair
- Master Service and Task Order Agreements
- Equipment maintenance and/or replacement
- Retrofits and modifications
- Inspection and testing services (collectively, a “Project”)

As determined appropriate, the Non-Facilities Management Contract Administrators may use this guidance in communicating safety responsibilities and known and recognized hazards to the contractor.

3 DEFINITIONS:

31. Contract - any written agreement between IIT and a Contractor to perform a specified scope of work within the boundaries or limits of the main campus or one of the satellite campuses. For purposes of this document, a contract includes, but is not limited to, a vendor agreement, an awarded P.O. and/or a project contract. The definition of contract shall be broadly construed.
32. Contractor – an individual, partnership, corporation, joint venture or other legal entity having a Contract with IIT to perform work.
33. Contract Administrator - the IIT employee (e.g., Project Manager, Supervisor, Construction representative, etc.) responsible for overseeing a Contractor’s activities.
34. Non-Compliant Hazardous Work Condition – any hazard that is considered to be non-compliant with Federal, State, or Local environmental health and safety guidelines or that is inconsistent with generally accepted safe work practices.
35. Notice of Non-Compliance (Safety) - a written notice provided to the Contractor by the Contract Administrator or his or her designee, alerting the Contractor to the fact that it may not be in compliance with an IIT’s specification, OSHA regulations or other generally accepted safe work practice.
36. Pre-Construction Safety Meeting Checklist - a checklist used by IIT personnel to ensure that health and safety issues are discussed and relevant safety information is provided to the Contractor prior to commencing work on a Project.
37. Potential Hazard Notification Form – a written notice from IIT to the Contractor setting forth site specific known and recognized potential hazards unique to IIT’s operations and noting hazard and safety information provided in the Contract specifications.

38. Safety Concern - situations that may become hazardous if generally accepted safe work practices are not followed.
39. Safety Program Request Form – a written notice of safety programs, procedures and documentation that the Contractor must have in place prior to beginning the project.

4 RESPONSIBILITIES:

It is the responsibility of the Contractor to protect its employees, subcontractors, suppliers and IIT personnel present at the work site, and to provide a safe place of employment and safe work site. The implementation of this Program does not imply that IIT is establishing or enforcing safety practices for the benefit of a Contractor, subcontractor, supplier or their employees.

5. PROCEDURE:

5.1. Facilities Operations & Maintenance/Planning, Design & Construction Projects

- 5.1.1. Contract specifications for all Projects shall provide site information on known health or safety concerns.
- 5.1.2. Pre-Construction Safety Meeting Preparation: As far as it is reasonable to do so, Safety Concerns should be addressed in the Contract specifications for all Projects. The concerns should list general safety guidelines relevant to the Contractor's work location, review known and recognized Safety Concerns as specified in the Contract specifications, and provide basic guidance on addressing Safety Concerns that may be identified by the Contractor or IIT during the project.

5.1.3. General Pre-Construction Safety Meeting Guidelines:

- A. Prior to beginning construction projects or beginning a service or task order agreement, IIT personnel should participate with the Contractor in a Pre-Construction Safety Meeting. The meeting should be repeated annually at a minimum in the case of multiple year construction projects and service or task order agreements.
- B. The purpose of the Pre-Construction Safety Meeting is to inform or review with the Contractor, known and recognized potentially hazardous conditions unique to IIT's activities that are located within the immediate or surrounding area of the Contractor's work site/location (as set forth in the Potential Hazard Notification Form), and to discuss and receive information regarding the implementation and enforcement of the contractor's on-site safety program (as set forth in the Safety Program Request Form) to ensure the health and safety of its employees and those of its subcontractors and suppliers as well as IIT personnel. This meeting will also address relevant emergency information, such as signing up for IIT Alert, the location of emergency phones and AEDs, and how to report an emergency, including calling IIT Public Safety.
- C. The Pre-Construction Safety Meeting group may include, but is not limited to, the following individuals:
 - (i) Contract Administrator,
 - (ii) Contractor's representative
 - (iii) IIT employee, designated by the appropriate Program Center Dean or

Director, who is most familiar with the potential hazards that the Contractor may be exposed to during construction activities

- (iv) When appropriate, the IIT Director of Environmental Health & Safety (“DEHS”) or designee.

5.1.4. During the Pre-Construction Safety Meeting IIT will:

- A. Discuss the Contractor safety program and review the Safety Program Request Form; list (unless otherwise addressed in the Contract Specifications) the identified Safety Concerns unique to IIT operations as set forth in the Potential Hazard Notification Form; complete the Pre-Construction Safety Meeting Checklist; discuss specific procedures used by IIT when engaging in the specified hazardous work activities as may be listed in the Contract specifications; and inform the Contractor that a Notice of Non-Compliance (Safety) will be issued for noted unsafe conditions that could impact the Contractor or IIT personnel and that the DEHS may be invited to investigate the need for OSHA intervention upon issuance of a Notice of Non-Compliance (Safety).
- B. The Contractor shall review and sign the Pre-Construction Safety Meeting Checklist, the Potential Hazard Notification Form and the Safety Program Request Form indicating that all the information contained in these forms has been provided to, and is understood by, the Contractor.
- C. Original documents shall be maintained by the IIT Contract Administrator and copies shall be provided to the Contractor and/or site representative.

5.2. Non-Facilities Management Projects

- 5.2.1. Contract Administrators who manage Non-Facilities Management projects at IIT, such as equipment repair, equipment maintenance, equipment replacement, equipment modifications, and inspection and testing services should, if determined appropriate, provide safety information to the Contractor consistent with these guidelines.
- 5.2.2. When appropriate, the Non-Facilities Management Contract Administrator may use any of the forms or suggestions contained in this document to communicate safety responsibilities, and known and recognized hazards to the Contractor.

5.3. Contractor Safety Deficiency Notifications

- 5.3.1. Contract Administrators are not expected to know general hazards associated with the construction profession or to oversee the safety efforts of Contractors working on university projects. However, if a Contract Administrator becomes aware of a hazardous or potentially life threatening situation, he or she shall immediately notify the Contractor of such conditions. Notification may be provided verbally, but any verbal notification must be followed up with a “Notice of Non-Compliance (Safety)” form, as described below.
- 5.3.2. Addressing Contractor Hazards
 - 5.3.2.1. The Contract Administrator is authorized to stop Contractor work activities wherever and whenever it reasonably appears that death or serious injury is imminent (i.e., remove IIT employees, students, and visitors from potential exposure, and direct the Contractor to stop construction activities until the life threatening hazards have been abated), and shall immediately notify the AVP for

APPENDIX A

1. Pre-Construction Safety Meeting Checklist
2. Potential Hazard Notification Form
3. Safety Program Request Form
4. Notice of Non-Compliance (Safety)

**Illinois Institute of Technology
Contractor Safety
Pre-Construction Safety Meeting Checklist**

Project Title and Contract No.:	Pre-Construction Meeting Date:
Contractor's Name:	Scheduled Project Start Date:
Contractor's Safety Representative:	Contractor's Phone No.: ()
IIT Safety Representative:	Project Manager Phone No.:

	Yes	No	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Materials Information, relevant to IIT's involvement with the project, has been provided to the contractor as required by OSHA's Hazard Communications Standard.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confined space entry requirements have been reviewed with the contractor. The contractor understands that entry requirements are to be followed at all times.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor has been informed of the required working conditions and the contractor understands that he or she is obligated to follow IIT's Safety Program guidelines.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor has been instructed to provide their employees with the information identified on the "Potential Hazard Notification" form and in the contract specifications.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In accordance with regulatory requirements, the contractor has been reminded to maintain written Health and Safety Program(s) at the work location (HazCom, Confined Space, etc.), all as set forth in the Safety Program Request Form Certified Safety Submittals will be required by IIT prior to authorizing construction activities to begin.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor understands that IIT will provide written notifications of non-compliance for non-compliant safety conditions created by the contractor's operation affecting IIT or contractor personnel. "Notice of Non-Compliance Conditions" will not be provided for "perceived unsafe conditions" that are inherent to the nature of the work and that do not violate project specifications or OSHA guidelines. The contractor further understands that he or she is obligated to immediately address all non-compliant condition(s).
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor understands that the IIT Project Manager is not a safety professional, and will only provide "Notice of Non-Compliance Conditions" for obvious and serious Non-Compliant conditions affecting IIT or contractor personnel. The contractor has responsibility for the safety of all individuals (including IIT Project Management) who enter into the construction work site.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors are required to operate and maintain their own safety and safety-related equipment. IIT's safety equipment will not be loaned to the contractor.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor has been given a copy of this checklist and the "Potential Hazard Notification" form.

Signed: _____
IIT Representative – (Project Manager)

Date: _____

Signed: _____
Contractor's Representative

Date: _____

cc: IIT – Director, Environmental Health & Safety
IIT – AVP for Planning, Design and Construction, Department of Facilities
IIT – AVP for Operations & Maintenance, Department of Facilities

**Illinois Institute of Technology
Contractor Safety
Potential Hazard Notification Form**

Project Title and Contract:	Pre-Construction Meeting Date:
Contractor's Name:	Scheduled Project Start Date:
Contractor's Safety Representative:	Contractor's Phone No.: ()
Contract Administrator:	Project Manager Phone No.:

Safety Considerations and Potential Hazards

Item #	Location & Precautions
1.	Review Site Specific Health and Safety Information.
2.	Review safety and hazard information as provided in the Contract Specifications (if applicable).

I (contractor name)_____ understand that I am required to provide this information to my employees. I also understand that the hazard information presented to me is based on the IIT's understanding of the work location as it relates to IIT's activities. I further understand that my (Contractor's) activities will require me to assess the work location and implement safety controls and procedures, as appropriate, that are compliant with OSHA Regulations.

Signed:_____ IIT's Representative

Date:_____

Signed:_____ Contractor's Representative

Date:_____



**Illinois Institute of Technology
Contractor Safety
Request for Safety Program Information**

Company Name: _____

Project: _____ Date: _____

Address: _____

Safety Director: _____

Health and Safety Officer: _____

Phone #: _____ Fax #: _____

1. It has been determined by IIT that during this project you will be engaging in work activities that will require your company to have the following documents readily available at the work site. Any of the items marked with an "X" below shall be sent to IIT (via e-mail to cchaffee@iit.edu) prior to the start of the project.

A.		Codes of Safe Work Practices as required.
B.		Safety Instruction program as required.
C.		Injury and Illness Prevention Program (IIPP) as required.
D.		Trenching and Excavation Program as required.
E.		Electrical Safety Program as required.
F.		Respiratory Protection Program as required.
G.		Confined Space Entry Program as required.
H.		Lockout/Tagout Program as required.
I.		Fall Protection Program as required.
J.		Hazardous Waste Operation Program / Site Health and Safety Plan as required.
K.		Hazardous Materials Communications Program (HazCom) as required.
L.		Powered Industrial Trucks or Earth Moving Equipment Training Program as required.
M.		Any other health and safety program or procedure (not checked (☐) nor listed on this form) that the contractor recognizes must be followed during the construction activity.

2. Site Safety Officer

		Please submit a summary of qualifications/resume of the Health and Safety Officer, who by virtue of training and experience is qualified to recognize and address safety issues that may arise at the construction location.
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Request for Safety Program Information (con't)

3. Other Required Information (i.e., Training Information)

4. Comments

I certify, on behalf of _____, that I
Company Namehave reviewed the foregoing, that the company as Contractor has all of the documents and information checked above and that the company will be able to provide the same on request to the IIT.

Name: _____

Signature: _____

Title: _____

Date: _____

**Illinois Institute of Technology
Contractor Safety
NOTICE OF NON-COMPLIANCE (SAFETY)**

PROJECT NAME: _____ CONTRACT NO. _____

CONTRACTOR: _____

Issued to Contractor's representative: _____ (print name) on _____
_____ at _____ an unsafe condition was observed in the area of _____

_____.

The university will not inspect work in this area until the unsafe condition is corrected. Any work done without inspection will be subject to rejection. Should the unsafe condition not immediately be corrected, IIT may notify OSHA for resolution of this matter.

(IIT Inspector)

(Supervisor)

Further action taken: _____

Unsafe Condition Resolved: Date: _____ Time: _____

Remarks: _____

- cc: Contractor's Home Office
IIT – Director, Environmental Health & Safety
IIT – AVP for Planning, Design and Construction, Department of Facilities
IIT – AVP for Operations & Maintenance, Department of Facilities