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Job Start Safety Meeting Checklist  
Notice of Non-Compliance (Safety) Form  
Health and Safety Information Sheets

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## **1. POLICY**

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- 1.1. It is the policy of California State University, Sacramento (CSUS), to inform contractors of site conditions that might raise health and safety concerns that are unusual or unique to CSUS operations.
- 1.2. When determined appropriate by the preparer of the contract specification, P.O., or service order, etc., the CSUS contract administrator shall require that contractors certify their compliance, in writing, with applicable California Occupation Safety and Health Administration (Cal-OSHA) regulations of the State of California prior to commencing construction activities.
- 1.2. It is the responsibility of the contractor to protect his/her employees, subcontractors, and suppliers, and to provide a safe place of employment. The implementation of this Program does not imply that CSUS is establishing or enforcing safety practices for the benefit of a contractor, subcontractor, supplier or their employees.
- 1.4. CSUS personnel, upon discovering health and safety concerns that are not compliant with generally accepted safe work practices or Cal-OSHA standards, are authorized to take the appropriate action to ensure that the contractor is informed of such concerns, and to ensure that CSUS personnel are not exposed to a known and recognized hazardous condition. Whenever possible, contractor notifications shall be completed with the assistance of the CSUS Contract Administrator and/or the Construction Inspector.

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## **2. PURPOSE**

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- 2.1. This document has been developed as a guideline to assist CSUS personnel in proactively communicating to contractors any known and recognized health and safety concerns, unique to CSUS activities, that may affect contractor operations.
- 2.2. This document has been developed to assist CSUS personnel in the development (when appropriate) of the health and safety portion of the contract specifications.

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## **3. SCOPE**

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This guideline should be reviewed and, as appropriate, applied by all CSUS employees who secure the services of a contractor for the purpose of:

- new construction
- remodeling
- facility maintenance or repair
- equipment maintenance
- equipment replacement
- retrofits and modifications
- inspection and testing services

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## **4. DEFINITIONS**

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- 4.1. *Contract* - Any written agreement between CSUS and a contractor to perform a specified scope of work within the geographic boundaries of the campus, or a satellite of the campus. With

respect to this document, a contract is (but is not limited to): vendor agreements, awarded P.O.'s and/or project contracts.

- 4.2. *Contractor* - The individual, partnership, corporation, joint venture, or other legal entity having a Contract with CSUS to perform work.
- 4.3. *Contractor Safety - Potential Hazard Notification* - A notification provided by the CSUS (form attached) to the contractor that summarizes or lists known and recognized potential hazards unique to CSUS operations.
- 4.4. *Contract Administrator* - The CSUS employee (e.g., Project Engineer, Field Supervisor, Construction Inspector, etc.) responsible for overseeing contractor's, or service representative's, activities.
- 4.5. *IDLH* - Immediately Dangerous to Life and Health
- 4.6. *Notice of Non-Compliance (Safety) Form* - A written notice provided to the contractor by the *Contract Administrator* or his/her designee, alerting the contractor to the fact that he/she may not be in compliance with a CSUS' specification, Cal-OSHA regulations or other generally accepted safe work practice (form attached).
- 4.7. *Job Start Safety Meeting Checklist* - A checklist used by CSUS' personnel to ensure that health and safety issues are discussed, and relevant safety information is provided to the contractor prior to commencing activities (form attached).
- 4.8. *Safety Concern* - Situations that may become, or are hazardous if generally accepted safe work practices are not followed.
- 4.9. *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 good engineering or generally accepted safe work practices.

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## **5. FACILITIES MANAGEMENT CONSTRUCTION PROJECTS**

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### **5.1. General**

Contract Specifications for all projects shall provide site information on known health or safety concerns. Section 8 of this document has been provided to assist in preparing the Health and Safety Section of the contract specifications.

### **5.2. Job Start Safety Meeting Preparation**

- A. As far as it is reasonable to do so, safety concerns should be addressed in the contract specifications for all projects.
- B. Before holding a Job Start Meeting, the Contract Administrator will complete the "Contractor Safety - Potential Hazard Notification" form. The form 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 CSUS during the project.

### 5.3. General Job Start Safety Meeting Guidelines

- A. Prior to beginning construction projects, CSUS personnel should participate with the contractor in a Job Start Safety Meeting.
- B. The Job Start Safety Meeting should be held in conjunction with and as a sub-meeting of the Job Start Meeting.
- C. The purpose of the Job Start Safety Meeting is to:
- inform or review with the contractor, known and recognized potentially hazardous conditions unique to CSUS activities that are located within the immediate or surrounding area of the contractor's work site/location, and
  - discuss/receive information regarding the implementation and enforcement of the contractor's on-site safety program, to ensure the health and safety of CSUS personnel.
- D. The Job Start Safety Meeting group may include, but is not limited to, the following individuals:
- the CSUS contract administrator,
  - the contractor's representative,
  - the CSUS 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, and
  - a member of the CSUS Environmental Health and Safety (EH&S) Department.
- E. During the Job Start Safety Meeting CSUS will:
- discuss the "Contractor Safety – Potential Hazard Notification" form, that lists (unless otherwise addressed in the Contract Specifications) the identified safety concerns unique to CSUS operations,
  - complete the "Job Start Safety Meeting Checklist" (form attached) and discuss specific procedures used by CSUS when engaging in the specified hazardous work activities (i.e., work relating to Laboratory Safety or Confined Space Entry, etc.) as may be listed in the contract specifications or on the "Contractor Safety – Potential Hazard Notification" form, and
  - inform the contractor that a "Notice of Non-Compliance (Safety)" will be issued for noted unsafe conditions that could impact the contractor or CSUS personnel, and that the CSUS EH&S Department may be invited to investigate the need for OSHA intervention upon issuance of a "Notice of Non-Compliance (Safety)".
- F. The contractor shall review and sign the "Job Start Safety Meeting Checklist" and the "Contractor Safety – Potential Hazard Notification" form indicating that safety information has been provided to, and is understood by, the contractor.
- G. Original documents shall be maintained by the CSUS *Contract Administrator* in the files of the Department responsible for the oversight and/or inspection of the contractor's activities, and copies shall be provided to the contractor.
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## 6. NON-FACILITIES MANAGEMENT PROJECTS

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6.1. Contract Administrators, who manage Non Facilities Management projects at CSUS, such as:

- equipment repair,
- equipment maintenance,
- equipment replacement,
- retrofits,
- building or equipment modifications, and
- inspection and testing services

shall ensure, as determined appropriate, that safety information is provided to the contractor.

6.2. As determined appropriate, the Non Facilities Management Contract Administrator may use any of the forms or suggestions contained in this guidance document in communicating safety responsibilities and known and recognized hazards to the contractor.

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## 7. CONTRACTOR SAFETY DEFICIENCY NOTIFICATIONS

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### 7.1 Contract Administrators

*Contract Administrators* are not expected to know specific hazards associated with the construction profession, or to oversee the safety efforts of contractors working on CSUS projects. However, if a Contract Administrator becomes aware of a hazardous or potentially life threatening situation he/she shall immediately notify the contractor of such conditions. Notification can be provided verbally, if possible, and by completing the “Notice of Non-Compliance (Safety)” form, as described below.

### 7.2. Addressing Contractor Hazards

- A. The CSUS Contract Administrator is authorized to stop contractor work activities where it is obvious that death or serious injury is imminent (i.e., remove CSUS employees, students, and visitors from potential exposure, and direct the contractor stop construction activities until the life threatening hazards have been abated), and shall immediately notify the Director of Facilities Planning or the appropriate project manager, that the project has been halted.
- B. The “Notice of Non-Compliance (Safety)” form shall be completed and provided to the contractor any time a serious regulatory, non-compliant condition has been observed and the contractor has not taken immediate action to correct the errent condition.
- C. CSUS employees who identify a hazardous situation at a contractor work location shall immediately notify the Contract Administrator of such concerns. The Contract Administrator shall notify the contractor as outlined in 7.2. A. and B.
- D. If safety hazards remain unaddressed following the issuance of a “Notice of Non-Compliance (Safety)”, the Contract Administrator may utilize the assistance of the EH&S Department in determining the need for Cal-OSHA intervention.

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## **8. SAMPLE CONTRACTOR HEALTH AND SAFETY SPECIFICATIONS**

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- 8.1. All comments (contained within this section) in **Italics** are intended as proposed wording for the contract specification. The italicized comments may be modified in order to meet specific specification requirements. It is the responsibility of the preparer of the contract specification to determine what safety-related information is appropriate for the specification to be developed.
- 8.2. All six (6) subsections of Section 8. of this document must be carefully reviewed and, as determined applicable, included in the contract specifications.
- 8.3. It is recommended that the advice of the EH&S Department be sought during the preparation of the Health and Safety portion of the contract specifications.

### **8.4. Health and Safety Information Submittals**

- A. *In accordance with regulatory requirements, contractors are required to maintain written health and safety program information at the construction site. At a minimum, the contractor shall maintain at the worksite any programs requested on the attached "Contractor Safety - Request for Safety Information" checklist.*
- B. *The contractor must, by means of a qualified person (i.e., an individual knowledgeable in the requirements of the applicable regulation(s)), certify that the referenced environmental health and safety programs exist in writing and are compliant with federal and state regulatory requirements.*

### **8.5. Safety Equipment**

*Contractors are required to operate and maintain their own safety equipment. Safety equipment includes, but is not limited to:*

- *tripods for confined space entries*
- *life lines*
- *harnesses*
- *scaffolding*
- *respiratory protective equipment*
- *personal protective equipment (safety glasses, gloves, hard hats, wet weather equipment, etc.)*
- *shoring*
- *barricades*
- *gas detection equipment for atmospheric assessment*
- *other equipment necessary to safely complete the project*

### **8.6. Job Start Safety Meetings**

- A. *Prior to beginning the awarded project, the contractor will meet with representatives of CSUS in a Job Start Safety Meeting for the purpose of reviewing safety procedures and other pertinent safety information that will aid in ensuring safe project completion.*
- B. *During the Job Start Safety Meeting the CSUS and the contractor will review and complete the:*



- “Contractor Safety - Potential Hazard Notification” form, and the
- “Job Start Safety Meeting Checklist”

### **8.7. Site Health and Safety Plans**

- A. *The contractor is responsible for the development of site Health and Safety Plans as required by the contract specifications, California Occupational Safety and Health Administration (Cal-OSHA) regulations (California Code of Regulations), Environmental Protection Agency (EPA) regulations, etc.*
- B. Health and Safety Plans will be required when construction activities are conducted in hazardous waste areas regulated under Title 8, Section 5192 (HAZWOPER) of the California Code of Regulations. CSUS will assist the contractor in the determination of applicability of this regulation to any work location in question.
- C. When conducting projects regulated under Title 8, Section 5189 (Process Safety Management) of the California Code of Regulations, the contractor shall complete training that will qualify them to work in these regulated areas. CSUS will assist the contractor in identifying the appropriate training required.

### **8.8. Contractor-Designated Health and Safety Representative**

- A. *The contractor is responsible for appointing an individual to act as the Health and Safety Officer for the awarded project. Contractor Health and Safety Officers must have a complete knowledge of the safe work practices (OSHA guidelines/regulations) governing the project. A statement/resume outlining the Health and Safety Officer’s qualifications (consistent with the regulatory program information requested) shall be submitted to the CSUS Contract Administrator.*
- B. *The contractor’s Health and Safety Officer shall participate in the Job Start Safety Meeting and will have the authority during the project to correct safety deficiencies identified at the construction location. The Contractor’s appointed Health and Safety Officer shall address any “Notice of Non-Compliance (Safety)” issued by the CSUS Contract Administrator.*
- C. *The contractor understands that the CSUS Contract Administrator has the responsibility of ensuring that the project is completed in compliance with the contract specifications. Therefore, the CSUS Contract Administrator, in completing his/her responsibilities, has the right to protect CSUS personnel (employees, students, visitors) from non-compliant or hazardous work conditions created by the contractor and will request to have hazards abated prior to inspecting and accepting any phase of the project.*

### **8.9. Hazard Disclosures Relevant to Contractor Work Site**

- A. **Known Laboratory Results** – The preparer of the contract specification must address any known laboratory results as part of this section, i.e., lab results revealing the presence of ACBM or hazardous materials in adjacent labs, etc.
- B. **Special considerations and hazard information** – Make sure that all information pertaining to unique hazards of the CSUS, that the contractor will be exposed to, have been disclosed in the specifications.

# Contractor Safety Request for Safety Program Information

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Company Name: \_\_\_\_\_

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Safety Director: \_\_\_\_\_

Health and Safety Officer: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

1. Current Experience Modification Rate (EMR)

EMR: \_\_\_\_\_

2. It has been determined by CSUS 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 a "✓" below, shall be made available to the CSUS when requested.

A.	✓	Codes of Safe Work Practices as required by 8 CCR 1509.
B.	✓	Safety Instruction program as required by 8 CCR 1510.
C.	✓	Injury and Illness Prevention Program (IIPP) as required by 8 CCR 1509.
D.		Trenching and Excavation Program as required by 8 CCR 1540 - 1547.
E.		Electrical Safety Program as required by 8 CCR 3314.
F.		Respiratory Protection Program as required by 8 CCR 5144.
G.		Confined Space Entry Program as required by 8 CCR 5157.
H.		Lockout/Tagout Program as required by 8 CCR 3314.
I.		Fall Protection Program as required by 8 CCR 1670.
J.		Hazardous Waste Operation Program / Site Health and Safety Plan (HAZWOPER) as required by 8 CCR 5192.
K.	✓	Hazardous Materials Communications Program (HazCom) as required by 8 CCR 5194.
L.		Powered Industrial Trucks or Earth Moving Equipment Training Program, as required by 8 CCR 3664.
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.



# Contractor Safety Request for Safety Program Information

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

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5. Comments

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I certify, on behalf of \_\_\_\_\_, that  
the information provided herein is true and correct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_