

UNCW ENVIRONMENTAL HEALTH & SAFETY REQUIREMENTS FOR CONTRACTORS AT UNCW

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SCOPE:

These requirements are designed to ensure that contractors working for UNCW, on projects under the supervision of the Architectural and Construction Services Department, take adequate steps toward the following:

- Set the expectation that contractors comply with federal, state, and local environment, and safety regulations
- Provide the contractor's employees and UNCW employees a safe working environment
- Protect UNCW from losses due to property or environmental damage
- Protect UNCW from liability

RESPONSIBILITIES

It is the contractor's responsibility to:

- Conduct work in accordance with federal, state and UNCW safety/environmental regulations
- Inform subcontractors of these requirements and ensure that they follow them
- Complete the attached Contractor/Project Data Sheet
- Install barricades to delineate the boundaries of the work areas
- Post signs to warn of dangers and to identify protective equipment required in the work zone
- Maintain proper egress requirements from UNCW buildings
- Establish and maintain their own Safety and Health Program
- Immediately correct unsafe conditions that are a result of contractor activities
- Provide MSDSs for hazardous materials that you use on site
- **Notify the UNCW Construction Project Manager** as soon as practical if any of the following conditions occurs so that they can consult with EH&S
 - An unsafe condition Exists on the site that is not that is not a result of contractor activities
 - An accident results in damage to UNCW property
 - You anticipate the interruption of fire alarm, sprinkler system or any utilities

- **Notify UNCW EH&S and Construction Project Manager the immediately if the following occur**
 - Unanticipated interruption of fire alarm, sprinkler system or utility interruption
 - Spills or leaks of any hazardous substance that occurs on the worksite
 - An accident occurs that results in death or the injury of three or more persons

Failure to comply with these requirements can result in termination of the contract.

It is the UNCW Construction Project Manager's responsibility to:

- Ensure the EH&S in invites to all pre-construction meetings
- Ensure that contractors complete a Contractor/Project Data Sheet
- Be primary contact with the contractor in environmental, health and safety concerns
- Call the contractor's attention to unsafe acts or conditions that they observe
- Inform EH&S if they have been notified of any conditions that warrant further investigation to prevent accident occurrences, environmental damage or regulatory fines

It is the UNCW EH&S Department's responsibility to:

- Be present to explain these requirements at pre-construction meetings
- Provide contractors with emergency information phone numbers
- Notify the UNCW Construction Project Manager of unsafe acts or conditions observed
- Notify the contractor if any conditions observed that are immediately dangerous to life, health or environment
- Provide the contractor with MSDSs for hazardous materials used by UNCW in the area where they are working

UNCW Contractor/Project Data Sheet

Contractor Information

Company Name: _____

Address: _____

Business Phone Number: _____ Emergency 24-hr Phone: _____

Contractor Project Contact: _____

UNCW Construction Project Manager

Project Manager: _____ Phone: _____

Emergency Phone: _____

Project Information

Building Where work Conducted: _____

Location of Work: _____

Brief Description of Work to be Performed: _____

Date Work is Expected to Begin: _____ Expected Completion: _____

Expected Work Schedule (Days of week and hours): _____

EH&S Department Information:

Fire, Medical and Police: 2-2222 on campus phone system or (910) 962-2222 from other phones

EH&S Phone Number: (910) 962-3057 EH&S

Scope of Work Questionnaire (are the following activities taking place on site)

Activity	Yes	No
Excavation and trenching		
Asbestos abatement		
Confined space entry		
Cranes or hoist		
Lockout/tagout		
Fuel storage tanks		
Generate hazardous waste		
Modify sprinkler system		
Use fall protection equipment		
Use compressed gas cylinders		
Use scaffolding or manlifts		
Asbestos sampling or Abatement		
Utilities or life safety systems interrupted		