

Safety and Environmental Orientation and Practices for Contractors

Welcome to the University of California, Irvine. Some University facilities are unique and the practices listed here are for your safety and the safety of those around you. Any questions regarding these practices should be directed to your University representative or to the EH&S Department.

UC Irvine is responsible for informing contractors and visitors of the hazards that they may potentially encounter while on campus. However, it is each person's responsibility to ensure that their activities are conducted safely and in accordance with all campus, local, state, and federal regulations and guidelines. Please reference both the *Campus Standards and Design Criteria* and *Campus Master Specifications* documents for additional information on construction safety requirements at UC Irvine.

Important Phone Numbers:

Emergencies on Campus: 9-1-1

UC Irvine Police Department (non-emergencies): (949) 824-5223

Utility Trouble Services: (949) 824-5444

EH&S Main Number: (949) 824-6200

Fire Alarms and Building Evacuation

In the event of a building evacuation, listen for emergency alarms and strobes and immediately evacuate the building using the nearest exit. Information on assembly areas is located on evacuation signs posted near the elevators and exits. Proceed to the nearest assembly area and notify your University representative of your status. Do not re-enter the building unless given permission by a University representative.

Any alarm triggered by the Contractor or sub-contractor while working on a project site must be immediately reported to your University representative.

Contractor Safety Requirements

- ❑ All Contractors and sub-contractors must have and follow an Injury and Illness Prevention Program (IIPP) and Code of Safe Practices.
- ❑ All Contractors and sub-contractors must have methods on reporting and recording occupational injuries and illnesses. Serious injuries involving loss of limb, fatalities, or hospitalization must be reported to Cal/OSHA, and to your University representative within eight (8) hours of the injury.
- ❑ All applicable health and safety training as stated during the contractor pre-qualification process must be documented. Documentation of this training should be presented to your University representative.
- ❑ Smoking is not allowed in any University buildings or anywhere on campus, including exterior locations and surroundings.

- ❑ Working under the influence of alcoholic beverages or illegal drugs is prohibited at UC Irvine.
- ❑ Access to the facility must be limited to your assigned work area. Access to other parts of the campus must be approved by your University representative.
- ❑ Immediately report hazardous conditions, including spills or leaks, to your University representative.
- ❑ Unauthorized visitors are not allowed at any University facility.
- ❑ Work areas must be kept clean and organized. Dispose of all waste properly. Contact your University representative for additional applicable information.

UC Irvine Safety Programs

When applicable, specific Safety programs that are required for University projects are listed below. All safety programs follow California Code of Regulations, Title 8 standards. Where noted, UCI specific procedures are listed for each program.

Asbestos: At UC Irvine, asbestos has been found in:

- Fireproofing/Spray-applied insulation
- Pipe/Boiler insulation
- Acoustical ceiling material
- Window caulking
- HVAC components
- Wall siding
- Wallboard/Joint compound
- Roofing material
- Fume hood panels
- Flooring materials and mastic
- Ceiling tiles/panels
- Exterior stucco
- Laboratory bench tops
- Underground pipes/conduits
- Brake pads/clutches
- Electrical sheaths
- Plaster
- Fire doors

Regulations exist for the proper management of asbestos. Please refer to the UC Irvine Asbestos Management Program - Operations and Maintenance Plan at: <http://www.ehs.uci.edu/programs/ih/asbestosmgmtprog.html> for information; or contact the EH&S office for assistance.

Bloodborne Pathogens and Other Potentially Infectious Materials - Bloodborne pathogens are microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and

human immunodeficiency virus (HIV). Coordinate with your University representative and EH&S personnel to identify areas where bloodborne pathogens may be present and minimize potential risks in the work area.

Confined Spaces – Confined Space Entry permits are required when entering confined spaces on campus. The space must be evaluated for potential hazardous conditions and the appropriate personnel must be in place prior to entry. Confined space entry procedures and permits must be available for review by EH&S upon request.

Contractor Chemical Safety - All chemicals intended for use in projects must have Safety Data Sheets (SDSs) available onsite for inspection. Pursuant to the requirements of California Proposition 65, you are advised that chemicals known to the state of California known to cause cancer or reproductive harm may be found in and around University facilities.

Electrical Safety – Safe electrical work practices must be followed, including safely performing lockout/blockout procedures and wearing the appropriate personal protective equipment for the task. Inform your University representative when locking and tagging out electrical systems that may affect University personnel working in or nearby the project area.

Environment - Contractors and sub-contractors must make every effort to take the necessary precautions in limiting the release of materials that have a negative impact to the University and the surrounding environment. All Contractors and sub-contractors must identify environmental hazards and regulatory requirements prior to the start of the project.

The following list includes, but is not limited to, construction activities that may adversely impact University facilities and the surrounding environment. Please contact EH&S for assistance on the impact of these activities on the environment.

- Concrete or stucco work
- Landscaping or paving
- Removal of old light ballasts
- Use of hazardous chemicals
- Removal of old caulking
- Installation of new plumbing fixtures
- Excavation, trenching or drilling, or other disturbances to soil
- Demolition activities
- Laboratory renovation including plumbing and vacuum lines (potential mercury contamination)
- Construction in laboratories where chemicals, radioactive materials, or bio-hazardous materials are used
- Installation or modification of combustion equipment (e.g., diesel or gasoline generators)
- Use of high pressure washers when cleaning or for painting preparation
- Installation or removal of underground or above ground storage tanks

UC Irvine programs that provide specific guidelines related to the protection of the environment during construction activities are located on the EHS website, such as:

- Hazardous Waste Transporter Requirements
- Hazardous Waste Management
- Stormwater Management
- Air Quality Management

Excavation & Trenching – A Competent Person must be identified for all excavation and trenching work. A current excavation permit issued by Cal/OSHA is also required. Copies of the Cal/OSHA permits must be posted on site and available for review upon request.

Fall Protection, Ladders, Scaffolding, Railings, Guardrails, Toeboards, Elevated Work Platforms, Erections, Aerial Devices, Elevators, Lifts, Hoists, and Cranes – A Competent Person must be identified for use of this equipment. University policy also requires that fall prevention including body harness and lanyard be used by operators of scissor lifts.

Fire Watch – If fire watches are required for hot work activities, the fire watch must remain at least 30 minutes after all work is completed to ensure that there are no remaining sources of ignition.

Forklifts – All forklift operators must be trained to operate forklifts at UC Irvine. Documentation of training and competency assessment must be provided upon request. University policy also requires all forklift operators to possess a valid California Driver's license.

Heat and/or Cold Stress - The campus environment has work areas where extreme temperature conditions may exist. All anticipated work should be reviewed for potential heat and cold stress hazards. Contractors and sub-contractors should have established guidelines that address temperature conditions that may lead to heat or cold stress.

Indoor Environmental Quality - The guideline on how to minimize the negative impact of construction projects on indoor environmental quality (IEQ) is found at <http://www.ehs.uci.edu/programs/ih/IEQinConstruction.html>.

Laboratory Environment Safety - The majority of laboratories at UC Irvine are involved with basic research in many different areas of science. All work in laboratories may, under certain circumstances, involve potential hazards from materials or equipment used and stored in them. In general, these materials are controlled and contained, effectively minimizing the hazards associated with them. Nonetheless, all construction, maintenance, and contract work, especially in occupied spaces, should be coordinated with your University representative and EH&S personnel to identify and minimize potential risks in the work area.

Lasers - Rooms in which lasers are located are clearly marked on the outside of the door. If the laser is in operation, do not enter. If it is unclear whether or not the laser is in use, knock on the door and wait for someone to respond. Work performed in laser labs may proceed as long as the laser is not activated.

Lead - Lead can occur in surface coatings such as paint and varnishes that were applied prior to 1993. Before any renovation or remodeling commences, EH&S must sample the coating for lead content. Work performed at child care facilities must be focused so as to not disturb

lead-containing surfaces. Contact the EH&S office for assistance with lead issues. When working in child care facilities, refer to the UCI Child Care Facility Lead Management Program located at: <http://www.ehs.uci.edu/programs/ih/ccfleadprog.htm>.

Machine Guarding – Users of equipment where machine guarding is installed must not remove or alter the equipment. Title 8 Standards for machine guarding must be followed.

Motorized Carts – All contractors and sub-contractors must follow UCI’s Motorized Cart Program and drive safely at all times including the following:

- Certain campus roads, such as Bison Ave., portions of California Ave., and any other campus roads posted over 35 miles per hour, are restricted from motorized cart use. (Consult with your University representative to determine where motorized carts are permitted to be used.)
- University policy requires that all operators of motorized carts on campus possess a valid California Driver’s license
- All loads are to be carried within the running lines of the carts
- Carts may carry only as many passengers as there are seats
- Seat belts must be worn if available

Noise - Noise generated from construction or renovation projects can have a significant impact on indoor and outdoor environmental quality. Contractors should establish guidelines for controlling occupational exposure to noise that conform to federal, state, and local regulations and campus policies. Construction related noise is subject to project restrictions and the City of Irvine Noise Ordinance.

Personal Protective Equipment (PPE) - Appropriate PPE must be worn in all areas of construction or renovation. The contractor is responsible for providing PPE to their own employees at the job site and for determining what PPE is required.

Radioactive Materials and Radiation-Producing Machines - Contractors and sub-contractors may use radioactive sources in the course of their work in University facilities. Examples of such equipment include moisture density gauges and other industrial sources. Contractors must abide by the following guidelines if using any radioactive materials during construction:

- Contractors and sub-contractors must hold a license in order to use this equipment and provide dosimetry as required for its employees.
- Ensure that radioactive sources are secured at all times in accordance with the NRC or Agreement State license.
- All personnel need to be trained and documentation must be provided to your University representative.
- Consumer products, such as smoke detectors and exit signs, may contain radioactive materials. UC Irvine strongly discourages the use of exit signs that contain tritium in University facilities.
- To reduce unnecessary exposure, radioactive waste should be stored in areas separate from work areas.

Contractors and sub-contractors may encounter areas where radioactive materials or radiation-producing machines such as x-ray machines are in use. These areas are clearly marked with the universal radiation warning symbol (magenta or black trefoil). Although use of these materials and machines is highly controlled by EH&S, all construction, maintenance and contract work, especially in occupied spaces, should be coordinated with your University representative and EH&S personnel to identify and minimize potential risks in the work area.

Water intrusion – Water intrusion events into the interior of buildings may have deleterious effects. The guideline for handling water damage is found at:

<http://www.ehs.uci.edu/programs/ih/handlingwaterdamage.html>.

Welding, Cutting & Heating (Hot Work) – Hot work permits are required for all open burning, welding, brazing and other similar tasks. Work with your University representative to ensure that these permits are issued before work begins.