The Contractor Safety and Health Guidelines deliver Northwestern’s expectations for contractors and provides guidance by addressing common, hazardous activities during construction, renovation projects, and maintenance on campus. Check all boxes applicable to the project(s) and write N/A in the boxes that do not apply. This form must be completed and returned to Northwestern Procurement and Payment Services.

Stop-Work Authority

☐ Any unsafe acts or behaviors throughout construction or renovation activities:

- Northwestern has the authority to stop contractor work immediately;
- Contractors must stop work when requested and corrective action must be taken to ensure safe conditions prior to resuming work;
- Report any ‘close calls’ or ‘near misses’ to Facilities Management (FM) with sufficient detail so that future incidents can be avoided.

Site Specific Safety

☐ Prior to, and throughout construction or renovation activities:

- Must have and adhere to a site specific safety program;
- Establish site specific personal protective equipment requirements for all contractors, visitors, and Northwestern employees;
- Worksites must have fire extinguishers readily available and smoking shall be prohibited except within designated areas;
- Safety Data Sheets (SDS) must be readily available for all hazardous materials present at the worksite.

Confined Spaces

☐ When construction or renovation activities involve work in confined spaces:

- Must have a program that meets or exceeds Northwestern’s Confined Space Entry Program;
- Contact the FM Chief Engineer, or designee, or Risk Management to request a copy of the confined space evaluation. If evaluation is not available, contact Risk Management and FM Operations to evaluate the space and identify hazards prior to entry;
- Coordinate confined space entry procedures and work activities with Northwestern Project Manager or FM;
- For new construction, adhere to OSHA construction regulations and notify Risk Management and FM of the addition or removal of confined spaces on campus.

Hot Work

☐ When construction or renovation activities involve hot work:

- For renovations or work on existing buildings, contact FM Chief Engineer, or designee, to request a hot work permit. Follow the instructions and safeguards on the permit, and post the permit at the work site. Completed permits must be returned to FM;
- For renovations or work on existing buildings, coordinate with FM to verify fire protection systems are operational and available;
- Utilize a trained and competent fire watch with appropriate extinguishers for one hour after the completion of work, followed by three hours of periodic monitoring. (A reduced fire watch of half an hour is appropriate only in areas of noncombustible construction with absolutely no combustibles in the area).

Dust / Odor Control

☐ Prior to, and throughout construction or renovation activities:

- Evaluate the work space and identify hazards that will contribute to airborne particulates or odors;
- Utilize the appropriate personal protective equipment for dust and particulate related work;
- Identify and implement effective dust and odor control methods, such as water, ventilation, tools equipped with dust collection systems, sweeping compound, or barriers, prior to the start of work.
Contractor Safety and Health Guidelines

Fire Suppression
When construction or renovation activities involve work that may impair fire detection or protection systems:
- Avoid impairing any sprinkler system, fire pumps, special fire protection systems, or similar. If a shutdown is necessary, minimize area affected and length of impairment. Notify FM Chief Engineer or Chief Electrician, or designees prior to any impairment;
- For renovations or work on existing buildings, when possible, plan work when the building or affected area is not occupied;
- Plan for temporary protection as necessary including, but not limited to, a fire watch and extra fire extinguishers;
- Prohibit all hot work. If hot work is necessary, coordinate with Northwestern Project Manager or Department and Risk Management.

Fall Protection
When construction or renovation activities expose workers to fall hazards:
- Establish and implement a fall protection plan under the supervision of a competent person;
- Protect employees from fall hazards with the use of guardrails, gates, covers, personal fall protection systems, lifelines, or other effective means deemed appropriate to eliminate or reduce the hazard.

Scaffolding and Job-Made Ladders
When construction or renovation activities involve scaffolding or job-made ladders:
- Erect and disassemble scaffolding under the direction of a competent person; scaffolding must support 4 times the intended load;
- For scaffolding greater than 10-feet in height, employees must be protected from falling;
- Falling object prevention shall be utilized including, but not limited to, guardrails, toeboards, netting, or barricading;
- Job-made ladders must be made and maintained to OSHA standards.

Electrical
When construction or renovation activities involve electrical work:
- Only trained and competent workers may perform electrical work;
- Work to be performed de-energized when possible; if not, obtain approval from FM Chief Electrician and Risk Management;
- During renovations or work on existing buildings, coordinate Lock-Out / Tag-Out with FM Chief Electrician;
- Barriers or guarding must be used in passageways or worksites where electrical equipment is worked on;

Cranes and Rigging
When construction or renovation activities involve the use of cranes and rigging equipment:
- Crane and equipment must inspected prior to each shift; crane certifications must be current and valid;
- Crane operators, riggers, and signal persons must have valid licenses and certifications and must be available upon request;
- Lift plans must include swing radius protection, nearby power lines, overhead hazards, pedestrian/vehicle traffic, taglines, and any critical lifts (loads > 75% of the rated crane capacity; or requires 2 or more cranes to perform a lift; or lifting of any personnel);
- Crane lift and logistics plans must be submitted to Risk Management for review if the operations involve a critical lift, take place outside of a construction worksite, or affect non-construction areas.
Housekeeping

- Construction and renovation worksites must be maintained and orderly at all times:
  - Work areas, passageways, and doors must be kept free of debris and hazards to allow for unobstructed egress at all times;
  - Debris should be removed at regular intervals and should be eliminated in all areas where there is not an active sprinkler system;
  - Separate waste containers must be maintained for waste, oily and used rags, and other flammable or hazardous wastes.

Trenching and Excavations

- When construction and renovation activities involve trenching and excavations:
  - Trenching and excavating activities must be performed under the supervision of a competent person;
  - Utilities must be located at the worksite prior to the start of work;
  - Identify material for protection of personnel (e.g. bracing, shoring, shielding, and trench boxes) as determined by soil type;
  - Barricades must be in place to protect equipment, pedestrians, workers, and vehicles from fall hazards.

Hazardous Waste and Universal Waste

- When construction or renovation activities involve the management of hazardous and universal waste:
  - Must have proper labeling, handling, storage, and disposal in accordance with all applicable regulations;
  - Necessary permitting must be obtained for all regulated waste;
  - Manifest copies are to be provided to Northwestern upon request.

Research Laboratory Access

- When construction or renovation activities involve access to active laboratory or research areas:
  - Contact the laboratory representative, such as the principle investigator, lab manager, or safety designate, prior to any work in a laboratory space for access authorization;
  - Do not disturb or move any materials or equipment in the laboratory space unless the laboratory representative provides specific approval to carry out such tasks;
  - If hazardous or unexpected conditions become present while performing work in the laboratory space, stop all work, exit the space, and contact the laboratory representative and the Northwestern Office for Research Safety immediately.

Other

- Specify: ____________________________________________________________________________________

Contractor Representative Acknowledgement: **By signing below, I acknowledge that I have read and agree to comply with the terms and conditions of the Northwestern Contractor Safety Program and the Contractor Safety and Health Guidelines.**

CONTRACTOR: _____________________________________________________________________________

PRINT: ______________________________________SIGNATURE: ____________________________________

DATE: ____________________