

# The Contractor's Handbook

## Working Successfully at The University of Texas at Austin



## Project Management & Construction Services

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# 1 ABATEMENT

The Contractor will refer to the contract Specifications and State of Texas abatement requirements to determine abatement responsibilities. The Contractor will contact the Project Manager if there are any questions.

If the Contractor discovers an area that they believe has suspect unidentified hazardous material, the Contractor **WILL NOT** disturb the area and will contact the Project Manager or Construction Coordinator to schedule an assessment of the area by the UT Environmental Health and Safety Department.

The Contractor is always responsible for the proper removal and disposal of any materials identified as contaminated if abatement is in their contract scope pursuant to State and Federal laws.

## **2 ACCIDENT REPORTING**

In the event of any OSHA defined accident, incident, or near-miss that involves any individual, equipment, property or bystander on or near the work, the Contractor shall notify PMCS Project Manager and Construction Coordinator immediately by Phone and follow up with email. The Contractor will then submit the Required Incident Report within 48 hours of the event.

The UT Project Manager or Construction Coordinator may require a Root Cause Analysis be completed and submitted by the Contractor within 10 working days after the report of Incident.

## **3 ALCOHOL, DRUGS, AND OTHER PROHIBITED ARTICLES**

The University of Texas prohibits the use of tobacco products on any University of Texas property.



## **4 CHEMICAL SPILLS**

All construction personnel shall observe and follow the standard precautions for handling potentially hazardous materials as outlined on the Manufacturer's Safety Data Sheets found in the Construction Site Binder.

In the event of a spill of environmentally damaging materials, immediate response is required. University Emergency responders are available from EHS when a biological, chemical, or radioactive spill occurs. University responders are also available for other hazardous incidents such as possible gas leaks, indoor air quality issues, and drinking water concerns.

## **5 THE UNIVERSITY ENVIRONMENTAL HEALTH SERVICES**

Notify EHS immediately in the event of:

1. Any spill that threatens to enter a storm sewer or watercourse.
2. All petroleum spills, e.g. hydraulic fluid, transmission fluid, diesel, gasoline, etc.
3. Any hazardous or unknown material spill, e.g. many solvents, cleaners, etc.
4. Any discharge from the site which is suspected to be in violation of City of Austin Codes, State of Texas regulations, or any other applicable laws and regulations, e.g. discharges which are cloudy, foul smelling, colored, or containing chemicals or heavy sediment loads.
5. Any liquid that is pooling or dripping from a dumpster.
6. Unprotected storm drains near or downhill from an exterior construction site.

**Notification can be accomplished by calling EHS at (512) 471-3511 during weekdays from 8:00 AM to 5:00 PM. All other times, call UTPD at 512 471 4441 or 911 from any campus landline phone.**

**Have your name, number, location, and any other pertinent information available at the time of the call. It is important to inform the PMCS Construction Coordinator and UTPD if anyone has been injured or if there has been any personal exposure to the hazardous material which includes blood or bodily fluids.**

## **6 CLEANLINESS OF PROJECT AREAS**

The construction site, work areas, and all premises occupied by the Contractor and his subcontractors must be kept clean, healthy, and sanitary at all times.

Work areas, passageways, and structures must be kept clear of debris and trip hazards. Construction materials must be stored in an orderly manner. Site storage areas and walkways shall be kept free of dangerous depressions, obstructions, and debris. Construction equipment shall be stored in an orderly manner in a pre-approved location.

Good housekeeping on the job site is mandatory and all construction personnel must do their part to minimize dust and keep the work area safe and clean at all times. Dust partitions, HEPA vacuums, and negative air machines are to be used for dust and fume control “Walk-Off” mats or carpet mats will be required to keep dirt, and dust from being tracked into areas outside the workspace.

The Contractor must protect all areas adjacent to the construction site from excessive noise, dust, debris, trash or damage resulting from the construction work. The Contractor will be held responsible for the immediate cleanup of

any adjacent areas should the work infringe into unauthorized areas of construction.

## **7 CLOCKS**

Prior to the start of demolition, the Contractor must provide the Construction Coordinator **at least a 5 day notice to remove** any hard wired clocks in the project area. The Construction Coordinator will then submit the proper request to have the clock removed and stored during construction. Often clocks are wired in series so Zone assistance is needed to alleviate the loss of devices on the circuit. Seek additional clarification from your Construction Coordinator on this issue.

## **8 COMMENCEMENT AND SPECIAL EVENTS REQUIREMENTS**

The Project Manager will discuss all special events; final exam dates and quiet times, home football games or other sports activities, Gone to Texas, UT Remembers, Explore UT, and, commencement activities with the Contractor

during the Pre-Construction Meeting. These activities can significantly impact the Contractor's construction project schedule. The Contractor should be prepared to move all vehicles, dumpsters, and fencing from the approved site parking area for home sports events, special events, college convocations and commencement ceremonies. Be prepared to stop working in buildings located near the special event or activity.

## **9 CONDUCT AND APPEARANCE**

All Contractor employees and subcontractors must maintain appropriate appearance while working on campus. Proper dress for the job site is a sleeved shirt, long pants, and proper work shoes. Shorts, open toed shoes, sandals, tennis shoes, and tank tops will not be allowed on the jobsite. Baseball caps or tee shirts with offensive prints or writing will not be allowed. All members of the Contractor's staff must maintain proper conduct in regard to personal actions and contact with students or staff members while on University property. Any

employee of the Contractor or subcontractor found engaging in improper conduct will be permanently removed from the University of Texas campus.

## **10 CONSTRUCTION PLANS AND SPECIFICATIONS**

A set of “approved for construction” plans and specifications, including addenda and approved Change Orders, must be maintained on the job site throughout construction. For exterior projects, the Contractor may keep the approved plans and specifications in his/her work vehicle close to the site or in a job box on site.

It is the Contractor’s responsibility to keep plans or specifications updated on site when changes or modifications to plans have been approved.

## **11 CONSTRUCTION PROJECT ISSUES**

Radios, portable stereos, ear buds or headsets connected to a portable music device are not allowed on construction projects. The Contractor shall discuss any potential noisy activity with the Construction Coordinator so that the work can be scheduled around classes and special events.

The Contractor must protect the elevator cab walls, floors, and ceiling if the Contractor intends to use them to transport materials into or out of the project. The Contractor will speak with the Construction Coordinator if the elevator is to be used for this purpose. The Coordinator will contact the Elevator Shop to have padding installed on the elevator walls throughout the duration of the project.

The Contractor must never operate gas powered equipment inside a building.



When using paints, solvents, stains, plaster, floor glue, caulk or any other product that may produce odors of any kind, the Contractor must submit the product Safety Data Sheets (SDS) to the Project Manager and the Construction Coordinator for review prior to the start of work. The Contractor will not start work until they receive approval from the Project Manager and Construction Coordinator. The University of Texas requires finishes not to exceed VOC limits established by the South Coast Air Quality Management (SCAQMD) (Rule 1113). The SCAQMD lists a table of Standards for VOC limits which cover a broad range of coatings and curing compounds.

If a special condition is identified by the Project Manager or the PSP where high VOC materials are recommended, the Contractor must submit a Non-Routine JHA documenting all steps that will be taken to achieve proper control and ventilation of the product. Products in this category may require work be

conducted outside normal University work hours. Two weeks prior to use, the Contractor will request permission from the Project Manager to use the approved high VOC product. The Project Manager will then make all arrangements with the Client prior to the work commencing. Approval of the product by the PSP/PM in writing is required prior to start of application.

## **12 CONTRACTOR SAFE WORK PRACTICES**

Each time the Contractor performs work that requires locking out any energized system (i.e. electrical, plumbing, or mechanical), the Contractor must take a photo that is date and time stamped of their Lock Out/Tag Out tag and email these photos to the PMCS Construction Coordinator.

## **13 CONTRACTOR TRAINING AND SAFETY REQUIREMENTS**

Contractors are responsible for the safety of their workers, their subcontractors, job site visitors, students, faculty and staff in surrounding areas and for meeting all requirements of the contract.

The Contractor's Project Manager and Superintendent **shall have completed the OSHA 30 hour training course and submit evidence of the training to the PMCS Contracting Manager prior to the issuance of a Notice to Proceed.** Any change in Contractor Project Manager or Superintendent Assignments must be approved by the PMCS designated Project Manager and the PMCS Contracting Manager prior to making a personnel change. All approved Contractor replacements must also have the OSHA 30 hour training.

## 14 CORING AND SAW CUTTING SCANS

Prior to the coring or saw cutting of any concrete or masonry surface, the area to be penetrated must be scanned with **GPR (Ground Penetrating Radar)** and all embedded items must be clearly marked unless other requirements are stated in the plans and specifications by the Engineer of Record. All coring areas must be reviewed and approved by a PMCS Structural Engineer prior to coring.

If the coring process creates dust, the Contractor must request a smoke alarm outage. Smoke alarms are triggered when the dust rises! If using water to control dust during coring or saw cutting, it shall be contained and not allowed to run off or be dumped down sanitary or storm sewers.

## **15 EMERGENCY PHONE NUMBERS**

Emergency contact information for the Contractor's Project Manager and Superintendent, PMCS contact number (512-471-3042), UTPD (512-471-4441) and UT Emergency After-Hours (512-471-2020) must be posted at the project area in a conspicuous place. All interior signage to measure 11"x17" and be water resistant while all exterior to measure 24"x24" and be water proof.

## **16 EMERGENCY ACTION PLAN**

OSHA requires an Emergency Action Plan be prepared by the Contractor. Inclusion of a 'Shelter-in-Place' plan as well as an 'Emergency Evacuation Plan' must be included.

## **17 EQUIPMENT ADD-UPDATE-RETIRE FORM**

The Contractor must ensure that all major equipment that is added or deleted as part of

the construction project is logged on the Equipment Add-Update-Retire Form which will be provided for the Contractor's use by the PSP or Project Manager NOTE: There are multiple pages to complete depending on the amount of work the amount of work, Mechanical, Electrical, etc.

The Contractor is required to update and maintain the Equipment Add Update-Retire Form with all required information throughout the construction project. The Contractor shall submit the Equipment Add Update-Retire Form when the Substantial Completion inspection is requested.

## **18 EQUIPMENT USAGE**

- Insure the safety of their equipment by implementing an equipment inspection program for each shift of workers as required by OSHA.
- Shall not use shop made or special tools and equipment unless approved and stamped by a Professional Engineer.

- Shall not use or alter tools and equipment beyond the manufacturer's recommendations unless approved by the manufacturer or a Professional Engineer.

## **19 EROSION CONTROL MEASURES (EXTERIOR PROJECTS)**

Proper erosion and sedimentation controls must be in place to prevent sediment or silt run-off. Sediment (including concrete spoils) must never be rinsed off at the site. Instead, sediment must be collected in a manner that does not allow it to reach a storm drain or Waller Creek. Equipment tires must be rinsed before leaving the site if necessary to avoid tracking sediment into the roadway or off the site. Silt fencing must be used per the approved project plans or specifications and in conformance with the Texas Commission on Environmental Quality and as EHS determines necessary to protect the site and the balance of the campus from runoff. Other methods of runoff protection such as tri-dikes and gravel bags should be used to keep

construction debris and silt from entering the storm drains. Bags containing sand are not authorized for use on the UT campus.

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storm drains. Bags containing sand are not authorized for use on the UT campus.

## **21 ESCALATED NOTICE OF NONCOMPLIANCE**

A defined process for the Escalated Notice of Noncompliance will be implemented to ensure performance based compliance with safety provisions and to reduce the frequency of safety violations and accidents. UT PMCS expects that every effort will be made to resolve safety and contractual issues on-the-spot or in accordance with a plan agreed to by the University of Texas Project Manager.

## **22 EXTENSION CORDS**

Extension cords used with portable electric tools and appliances shall be UL rated, 12 AWG, heavy duty (S, SO, STO, SJ SJO, SJTO) and of the three wire grounding type. The cords shall conform to the type and configuration required by OSHA standards.

The cords shall be used with GFCI Plus adapters or outlets.

## **23 EXTERIOR OUTLETS**

Do not plug any extension cords into exterior outlets where an electric cart is plugged in. These carts require a dedicated circuit and multiple outlet usage will risk damaging the electric gel battery.

## **24 FIRE ALARMS**

The Contractor shall contact the Construction Coordinator **at least 24 hours in advance to schedule the disabling of smoke detectors, fire alarm devices (audio/visual), or pull stations.**

It is never permissible to cover any smoke detector. Smoke detectors must be disabled by the Fire Safety Services Shop personnel.

Only a licensed fire alarm contractor can perform work on UT fire alarm systems. This

work would include removal of smoke detectors, fire alarm devices (audio/visual), and pull stations. The Contractor shall make sure that the fire alarm subcontractor is certified to work on the project fire alarm system.

The UT Project Manager shall verify whether or not the fire alarm panel is under warranty. If it is under warranty, only the company who installed the system can perform any work on the system.

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## **25 FIRE ALARM SYSTEM ACCEPTANCE**

Questions or concerns should be routed via RFI to the Project Manager and the Professional Service Provider of record.

Prior to Final Testing: When all required documents (pursuant to NFPA) are accepted by the University Authority Having Jurisdiction, the Coordinator will schedule the Testing.

When the Contractor has completed installation of the new devices or system, the Contractor must perform a pre-test. Pre-test requirements are as follows:

The Building Management and Project Manager must approve the dates and times of testing prior to initiating the pre-tests. All audible and visual devices included in the installation must be individually tested and a log of each device must be maintained as proof that all individual components were tested.

## **26 FIRE SPRINKLERS**

Before any work is performed on fire sprinkler systems, the lines must be drained.

The Contractor shall notify the Construction Coordinator **at least 24 hours in advance to schedule the drain down** of the fire sprinkler system.

Before the fire sprinkler subcontractor starts work; the Contractor is required to call UT Fire Safety (512-232-2019) to make sure that all water has been drained from the fire sprinkler lines. The fire sprinkler subcontractor is required to call UT Fire Safety and the Construction Coordinator once they have completed work so that the system can be filled. The fire sprinkler contractor shall remain on the project until the sprinkler system is refilled in case any leaks occur.

## **27 FLUORESCENT LIGHT BULB REMOVAL**

Used silver tipped fluorescent high intensity discharge (HID), and UV germicidal lamps are considered to be a hazardous material and must be collected intact for proper disposal or recycling. The University of Texas at Austin

recycles these lamps to provide raw materials for new products and, most importantly, to prevent mercury from contaminating the environment.

The Office of Environmental Health & Safety has boxes available for packaging standard four foot and eight foot length fluorescent lamps. To receive a packing box, contact the Construction Coordinator who will arrange for container delivery.

## **28 HAZARD NOTICE**

Asbestos, Lead, Biological, X-Ray, Laser, Mercury, Nuclear, Radiological, Physical and Hazardous Materials may be present at the job site. The Contractor shall work closely with PMCS to insure that proper preparation and surveys have been conducted prior to starting any demolition work. The Contractor will not enter any labs with signage indicating “Nuclear”, “Laser”, “Biological”, or “X Ray” without prior authorization from the Building Manager.

## 29 HOT WORK AND AUTHORIZATION TO WORK

Hot Work is defined as any type of open flame welding, cutting, or soldering that takes place on a project. **Smoke detectors must be disabled prior to the start of any hot work.**

Permits to work in a permitted Confined Space, performing Hot Work, Lock Out/ Tag Out of energized systems or welding/cutting requires the Contractor issue their work specific permit to their subcontractor and copy the Construction Coordinator. The Contractor must also complete the appropriate Job Hazard Analysis for the work that will be performed.

These work tasks must be discussed prior to scheduling as part of the project weekly meeting to verify proper University of Texas approval has been secured through Fire Protective Services, Fire Safety Services

Shop, Utility Department, Zone Shop and Building Management.

The permit must have a start date and time and an expiration date and time.

### **30 IDENTIFICATION AND BADGING OF WORKERS**

All job site personnel and visitors shall openly display photo identification or Contractor issued visitor badges. In several buildings there are special security conditions that exist. At the UT client's request, the Contractor will conduct background checks on all Contractor personnel that will be involved with the project and submit this list to the UT Project Manager prior to work being started.

### **31 INSPECTIONS AND TESTING**

The Contractor shall schedule any inspections that are needed (architectural, plumbing, mechanical, electrical, or special systems). Discussing inspections at construction



progress meetings and noting inspections on the schedule can aid in obtaining timely inspections and tests and allow all required parties to be in attendance.

## **32 JOB HAZARD ANALYSIS & JOB BRIEFINGS**

The *Job Hazard Analysis and Job Briefing Process* (OSHA Publication 3701) is intended to provide advanced planning and communication of project and site specific safety controls, PPE assessments, hazard identification and mitigation strategies, key Points of Contact, and emergency response information for a particular project, job or task.

There are two types of JHA's that may be performed for a project:

- The Routine Job Hazard Analysis and Job Briefing form,
- The Non-Routine Job Hazard Analysis and Job Briefing form.

### **33 THE CONTRACTOR**

THE CONTRACTOR is always responsible for monitoring and correcting hazards on their jobsite and on the path of travel to and from the site.

### **34 JOB SITE BINDER**

- The Contractor Safety Manual & Site Specific Safety Plan
- Job Hazard Analysis/Job Safety Analysis (JHA or JSA)
- Project Roster, Contractor and Subcontractor Emergency Contact Information
- Emergency Action Plans: Shelter in Place Plan and Evacuation Plans may be included in this document
- Safety Data Sheets

The Contractor must schedule any large vehicle deliveries (large equipment, cranes, concrete and concrete pump trucks, or large furniture deliveries) with the Construction Coordinator no less than 7 working days in

advance of the delivery. The Construction Coordinator will coordinate with campus agencies as these vehicles may adversely impact the normal operations on campus. The Contractor is urged to schedule project deliveries prior to 7:00 am whenever feasible to avoid student traffic. Confirmation of the delivery time and date by the Contractor must wait until they receive approval through the Construction Coordinator.

### **35 LOCKS AND KEYS**

The Construction Coordinator will complete a Key Request form which is submitted to UT Locks and Keys. Locks and Keys will call the **Contractor to pick up the keys usually within 72 hours.**

Some UT buildings will require special access (use of an access code or a special ID). The Contractor shall consult with the Construction Coordinator to get this type of access prior to the Notice to Proceed. These requests usually take **3-4 weeks to process once the**

**University has received the completed request from the contractor.**

### **36 SAFETY DATA SHEETS (SDS)**

All chemicals and hazardous substances, (e.g., fuels, solvents, adhesives, paints, caulks, etc.) used by the Contractor must have a Safety Data Sheet (SDS) included in the submittals. The SDS shall be used to assist in selection of PPE and emergency response protocols. Copies of the SDS sheets shall be maintained at the job site in the Job Site Binder.

### **37 OBSERVATIONS**

Throughout all phases of construction, PMCS personnel assigned to oversee the work being performed by the Contractors and their subcontractors, will monitor field activities on a regular basis to insure that work is being conducted in accordance with the contract documents.

Observations by UT EHS and Fire Protection Services may take place at any time to insure compliance with applicable codes, standards, and regulations.

The PMCS Project Manager or the Construction Coordinator will formally notify the Contractor of any deficiencies and verify that appropriate corrections are made. The Contractor shall not perform work which is not part of their original contract or will require additional time or money on the contract without an approved construction change order.

### **38 OUTAGES**

Outages must be scheduled in advance. **UT needs at least 5 working days' notice.** The Contractor shall discuss any possible utility outage with the Construction Coordinator as soon as possible. For large scale or outages that affect multiple parties, an outage coordination meeting shall be convened to

discuss and physically address the outage and control points.

### **39 PARKING**

Parking on the UT Campus is always limited. The Construction Coordinator will submit a request to UT Parking & Transportation for the project during the bidding phase.

If parking/staging has been approved for the project, the Contractor must erect a fence to enclose the parking and dumpster spaces complete with a gate. Gravel bags are required to be used as reinforcement for the uprights on the construction fence. The gate will be secured with a chain with the Contractor's lock connected to a UT lock keyed to a UT Mechanical key that will allow access by UTPD in an emergency situation. Dumpsters and surrounding areas within the gated enclosure must be maintained and clean at all times. Dumpsters shall be covered with a tarp at the end of each work day. The Contractor must display the parking permits provided by

the Construction Coordinator on the dashboard of all company vehicles parked within the fencing. UT Parking and Transportation only recognizes original permits (not copies) issued by their office. The Contractor must have the required project and safety signage on the fence.

PMCS is not authorized to dismiss parking tickets. If the Contractor believes that he has received a citation in error, then the ticketed party may submit an appeal through UT Parking and Transportation located at MLK and Trinity in the Trinity Garage, 1<sup>st</sup> Level or on-line through the Parking and Transportation website. Appeals must be submitted within 12 days of the date of the ticket and with the required information.

#### **40 PATH OF EGRESS & TRAFFIC CONTROL**

The Contractor must alert and protect the public through the use of proper signage, barricades including covered walkways,

fences, guardrails, shields, etc., ensuring adequate protection as required by building code, OSHA, or per the approved construction plans.

There are three threshold considerations in planning for pedestrian safety in temporary traffic control zones on highways and streets:

- 1) Pedestrians should not be led into direct conflicts with work site vehicles, equipment, or operations.
- 2) Pedestrians should not be led into direct conflicts with mainline traffic moving through or around the work site.
- 3) Pedestrians should be provided with a safe, convenient travel path that replicates as nearly as possible the most desirable characteristics of sidewalks or footpaths.

**The Contractor shall notify the Construction Coordinator 3 weeks in advance of any campus road closures needed for the project. The Construction**



**Coordinator will contact UTPD and UT Parking & Transportation. The Contractor shall contact the City of Austin and/or TXDOT to see if additional road closure permits are required for City of Austin streets only.**

#### **41 PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS**

It is the Contractor's responsibility to insure that all workers have the proper PPE for the task that they are completing and the items to which they are exposed. All personal protective equipment should be of safe design and fashion and should be maintained in a clean and reliable fashion.

PMCS requires all parties entering a construction site to comply with the Contractor's posted PPE requirements.

The Contractor has the authority to deny project access to any person not in compliance with the Contractor's PPE requirements. It is

recommended that the Contractor maintain spare PPE at the job site for official visitors who are not properly equipped.

## **42 PRESSURE TESTING**

Pressure testing for water, sanitary, gas and airlines must be scheduled with the Engineer of Record; the PMCS Project Manager and the Construction Coordinator.

Once authorized, the Contractor shall put up signage as follows:

**“TESTING IN PROGRESS  
ENTRY BY AUTHORIZED PERSONNEL  
ONLY”**

## **43 PRESSURE WASHING**

**All pressure washing must be pre-authorized by the University EHS department prior to scheduling work.**

Discharges from pressure washing must not be allowed to enter a storm sewer or Waller

Creek. The Contractor may consider vacuuming up the water or containing the process water and allowing it to evaporate. If the rinsate only contains water, dirt or sediment, it may be spread on the ground with prior approval from EHS as long as the rinsate will not enter the storm drain. The Contractor will discuss this issue with the Construction Coordinator or the Project Manager prior to scheduling pressure washing. The Project Manager or Construction Coordinator will contact the EHS department and notify the Contractor of the final requirements. Final requirements must be documented prior to start of work on the JHA form.

#### **44 PROJECT AND SAFETY SIGNAGE**

All construction projects at UT shall include the following signage and required OSHA signage.

Project and safety signs shall be placed at each project entrance, in hallways/corridors, mechanical rooms, electrical rooms, fenced

parking and storage areas that include: the Contractor's company name/logo, building/project number, project description (include job site location (floor, room number, etc.), Contractor's point of contact, after hours/emergency numbers, and UT Police Department emergency contact numbers. Interior project information signs shall be a minimum of 11" X 17". Exterior project information signs shall be a minimum of 24" X 24" and of a waterproof material.

Company Name/Logo

Building/Project No: XXX CPXXXXXX

Project Description

Start Date:

Finish Date:

Architect:

Contractor PM/Super.: Name & Phone No.

PMCS Contact No.: 512-471-3042

Emergency No.: UT Police Dept.: 512-471-4441

Emergency After Hours: 512-471-2020

## **45 ROOF SAFETY**

The Contractor must comply with OSHA requirements and any other posted signs at access points to the roof.

## **46 SAFETY OBSERVATIONS & INSPECTIONS**

Throughout all phases of construction, PMCS personnel overseeing the work being performed by the Contractor and their subcontractors will monitor field activities on a regular basis to ensure that work is being performed according to the plans and specifications. They will also observe the workers actions and attire to be sure they are in compliance per the approved Contractor's Safety Plans. When hazards are identified and when immediate corrective action is not possible:

- The affected workers must be notified;
- Warning signs must be posted immediately, and;
- Interim control measures must be established to guard against the hazards.

At any time, members of the PMCS project team identify the contractor is not enforcing their own Companies Safety Plans, the PMCS member will document the observation which will be forwarded to all project team members and will become a permanent record for the contractor's safety files.

## **47 SANITARY FACILITIES**

In most cases, there are sanitary facilities available for the Contractor's use. The Construction Coordinator will assist in identifying which facilities the Contractor will be allowed to use. This privilege will be revoked if the facilities are not left in a clean condition at all times. At no time will the Contractor use these facilities for cleaning

tools or filling receptacles for the job site. The Coordinator will assist the Contractor in identification of areas where this function may take place.

## **48 SITE ACCESS AND CONTROL**

Access to construction sites shall remain locked at all times unless workers are present. Locks shall not be rendered inoperable to prevent locking. The Construction Coordinator will provide a UT approved padlock to be used in conjunction with the Contractor lock and chain that will allow UT personnel access into the construction area during an emergency.

## **49 SECURITY**

Standard working hours are determined on a project by project basis. If there is any work conducted from 6 PM to 6AM on a weekday or any time on a holiday, during UT events, or on a weekend, the Contractor must request approval from the Construction Coordinator 24 hours in advance of any scheduled after-

hours work. The Construction Coordinator will inform the UT Police by sending them an After Hours Report. The Contractor must provide the contact information of the person who will be supervising work during this period, the days and hours of work, and the building and room numbers where they will be working.

The Contractor shall insure that all project workers secure their tools and the project area is locked when no one is on site. Any thefts should be reported to UTPD and the Construction Coordinator.

Some UT offices have “panic buttons” attached to furniture which are used to alert the UT Police Department of problem situations within the office. The Contractor must contact the Construction Coordinator if an item needs to be removed that has a panic button



## **50 SITE SPECIFIC HEALTH AND SAFETY PLAN**

**A Site Specific Health and Safety Plan shall be submitted to the Project Manager, and Construction Coordinator prior to starting any work activity.** The plan must be specific to all potential risks that are on the site or that could occur and is a supplement to the Contractor's company Safety Plan.

## **51 STORAGE & USE OF PAINT AND SEALANTS**

All flammable and combustible materials shall be stored, stacked, and handled with respect to their fire potential characteristics and potential environmental hazards. The Contractor shall discuss what these products are with the Construction Coordinator as many of these items are not authorized to be left on campus when not in immediate use. All flammable and combustible materials will require Safety Data Sheet (SDS) submittals and will not be authorized on the site until PMCS has

reviewed the (M)SDS. If authorized, the Contractor is required to submit a Non-Routine JHA that addresses proper handling, storage and ventilation.

No volatile liquids are to be used for cleaning agents or as fuels for motorized equipment or tools within the building without coordination with the Project Manager and the written consent of Fire Protective Services. Bulk storage of volatile liquids is not permitted within a building at any time. The Contractor will be required to implement HEPA and/or negative pressure systems to remove, Volatile Organic Compounds, smoke, fumes, dusts, etc., to prevent exposure to occupants.

## **52 SITE STORM WATER REQUIREMENTS**

The majority of the storm drains at UT flow directly into Waller Creek. Storm Water controls are mandatory if the project involves any exterior work.

Concrete trucks are not allowed to wash out their chutes on site unless all of the water is collected and hauled off the jobsite. Painters are not allowed to wash tools or paint brushes in UT sinks or landscape areas.

Absolutely no discharge of any construction related substance(s) will be allowed to flow into the sanitary or storm sewer system.

### **53 TEMPORARY FIRE PROTECTION**

The Contractor shall review fire prevention and protection needs with the Project Manager and the Construction Coordinator and establish procedures to be followed in the event of fire. The Contractor will instruct personnel on procedures and post warnings and information, maintain unobstructed access to fire extinguishers, temporary fire protection facilities, stairways and other access routes, and provide supervision of welding operations.

The Contractor shall be responsible for providing all equipment and labor necessary to protect students, staff, faculty, and the general public from dangers associated with the contract. This includes providing fire watch and fire extinguishers on the job site.

The Contractor's Project Manager and Superintendent shall have successfully completed the OSHA 30 hour Construction.

## **54 UNSAFE ACTIVITIES OR CONDITIONS**

PMCS management has granted authority to its staff and to EHS staff to stop any unsafe activity or condition and redirect the Contractor to work in a non-hazardous area until such time as the Contractor abates the hazard. Hazards must be abated as soon as possible after they have been identified. Imminent-hazard activities must be stopped and corrected immediately.

## **55 UT AFTER HOURS WORK**

Any work occurring after 6 PM and before 6 AM, Monday through Friday and anytime during weekends. (See Security Requirements)

## **56 UT STANDARD WORK HOURS**

UT's normal working hours are 6 AM to 6 PM Monday through Friday.

## **57 UT TELECOM OR MEDIA SERVICES**

Before the Contractor starts demolition activities on the project, they must consult with the Construction Coordinator about the removal of any telecommunication ports (usually a white or ivory receptacle), wireless antennas, projectors, or projection screens. The Contractor will not remove any of these items unless directed to do so by UT. Usually UT Telecom or the Media Services group will be scheduled to remove these items.

## **58 WASTE DISPOSAL**

All trash and debris must be contained on site and disposed of in a recycling bin or a waste receptacle in accordance with applicable laws and regulations to prevent wind or rain from carrying it off-site into a storm drain or into Waller Creek. Dumpsters and roll-offs shall be covered during rain events and during non-working hours. Petroleum wastes, such as paint thinner or oil based finishes, must be containerized for recycling or disposal by the Contractor. The Contractor shall not dispose of any type of liquid waste in a dumpster, storm or sanitary sewer

## **59 EMERGENCY NUMBERS:**

- **University Police:** dial 911 from any campus phone or 471-4441 from Cell phone
- **UT Police will notify the Austin Fire Department when necessary**
- **Environmental emergency 24-hour hotline:** 471-3511
- **Building Emergency after regular working hours:** 471-2020
- **Fire Safety Shop:** 232-2019
- **Project Management & Construction Services:** 471-3042  
Fax: 471-9942
- **Parking and Transportation:** 471-4761 (jump start vehicles or unlock vehicles)