

<h1>Contractor Safety Guidebook</h1>	Document No.: SA-023-A
	Revision: 7 Date: 2023-02-06
	Approved By: EH&S

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1.0 Purpose

The University at Buffalo (UB) recognizes that many hazards are inherent in construction and other contract work. Compliance with safety regulations can prevent virtually all serious injuries. This guide serves as notification of campus safety requirements to contractors, including subcontractors, who perform work at UB, and any other facilities operated by the University. Contractors should not assume that this guide covers all applicable safety and health laws as it does not. Instead, it provides contractors with site-specific health, safety, and environmental rules and policies that the University expects will be followed on all University property. The rules, regulations and guidance contained herein represent program areas that have been problematic in the past or require special care and consideration due to the nature of the working environment at the University.

Additionally, contractors are required to follow applicable federal, state, and local safety and health regulations.

2.0 Scope

This policy shall apply to all contract and contractor personnel performing work on University at Buffalo property regardless of the manner in which the contracts were let. Typically, contracts are let by the SUCF, DASNY, and University at Buffalo Facilities for work on the North, South, Downtown campuses along with other non-traditional off campus properties such as RIA at 1021 Main St and the Anderson Gallery.

3.0 Document Revisions

Contractors should obtain the latest revision of this document with their bid submission and ensure that their field supervisors have a copy available at their worksite or job trailer. EH&S intends to update or amend this guide annually.

4.0 Stop Work Orders

The contractor is responsible and accountable for the safety of their employees. However, the University reserves the right to order the contractor to stop work any time the following conditions exist.

- 4.1 The contractor's personnel are working in manner that poses an immediate danger to life or health of their employees or the campus population.

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4.2 Work is being conducted in manner that is exposing non-contractor individuals to an unsafe situation.

4.3 Environmental requirements or regulations are not being met.

5.0 Emergencies, Alarms, UB Alert, and Police Notifications

Contractors must abide by all alarms and evacuation procedures as established by UB. This information must be included in the contractor's emergency plan and training. The contractor shall have pre-planned emergency evacuation areas for all worksites and all personnel shall be directed to check into this area in the event of an emergency. Personnel accountability is critical to emergency responders.

Contractor personnel shall call **University Police at 716-645-2222** to report any of the following:

- Alarms triggered by the contractor
- Emergencies such as accidents or natural disasters
- Fires (in addition contract personnel should pull nearest fire alarm if possible)
- Requests for emergency medical services
- Police issues such as theft of property or damage to contractor equipment

Contractor personnel should program the University Police number into their cell phones to ensure prompt reporting of emergencies.

Electrical Worker Special Note:

1. All electricians shall have training in contact release NFPA 70E(C)(1)
2. All electricians (and other designated person on site) responsible for responding to medical emergencies per NFPA 70E(C)(2) shall know the location of the nearest AED for each jobsite on which they work.
3. Additionally, **all electrical injuries** shall be immediately reported to University Police. **DO NOT MOVE OR TRANSPORT AN INJURED WORKER UNLESS DIRECTED TO DO SO BY UNIVERSITY POLICE.**

Contract personal are encouraged to opt into UBAlerts. These are the same alerts that UB faculty, staff and students get on their mobile devices. To opt in, simply text "UBAlert" to 67283.

Important UB Telephone Numbers:

All Emergencies (FIRE, EMS, POLICE) 716-645-2222

Blue Light Emergency Phones	Pick up and speak
Environment, Health & Safety (EH&S)	716-829-3301
Facilities Design and Design (FD&C)	716-645-2612
Facilities Customer Service	716-645-2025
NewYork811	811

6.0 Reporting Injuries

Lost time injuries sustained by employees of a general contractor, or its sub-contractors shall be reported to UB Environment, Health and Safety within 4 hours. Additionally, within 72 hours of an incident, the contractor shall furnish EH&S with a copy of any accident/incident reports. Such reports must include a medical description of the injury (if applicable) and action taken to prevent recurrence. Personal information covered by HIPA should be redacted.

For lost time injuries the contractor's safety manager and a principal of the company will attend a meeting with UB where the root cause of the injury will be reviewed.

7.0 Contractor Employee Conduct

The contractor shall ensure that their employees and sub-contractor employees conduct themselves in a proper manner while on the university campus. Gestures, remarks, cat calls, whistling, or anything of a derogatory nature will not be tolerated. The University maintains zero-tolerance policy and personnel engaging in these activities shall be removed from campus.

8.0 Housekeeping

Jobsite cleanliness has a large impact on slip/trip/fall injuries. As such, all materials should be stored in a manner that allows for just-in-time delivery. Additionally, a "nothing hits the ground" policy shall be established by the contractor.

All rubbish shall be disposed of as it is generated and be immediately placed in mobile rubbish container. Cordless power tools are required unless the Prime contractor can demonstrate a hardship or need to use tools with power cords. Each scissor lift should have a waste bin to collect miscellaneous debris to reduce housekeeping concerns. Dump carts should be readily available in all areas and dumped at the end of each shift. All debris must be placed directly into garbage bins.

Personnel will clean up fluid spills, sawdust, and cutting debris as soon as practicable.

Materials may not be stored within 10 feet of the building perimeter or within 6' of interior shafts, openings, or stairwells. All material laydown areas must be coordinated through the Construction Manager (CM). Material must be stored to promote mobility of material. Pipes, conduits, metal fabrications and steel framing are to be stored on rolling racks or similar means of conveyance. Bulk material must be palletized to allow for easy mobility using a pallet jack. "Just in Time" delivery is required to minimize clutter. Nothing should be stored on a floor that cannot be installed within one week. Heavy material such as glass and drywall must be loaded so as not to overload the structure. The Prime Contractor is required to do a floor loading analysis for submission to the design team for review. Prime Contractor shall be required to store all materials on carts with castors to promote mobility and efficiency.

9.0 Safety Data Sheets

Safety Data Sheets (formerly material safety data sheets or MSDS) for all material used on the project must be submitted to EH&S for review prior to the start of the project. Products containing carcinogens, asbestos and lead are not allowed onsite without prior approval from EH&S.

The contractor shall maintain copies of all safety data sheets on site for review by their employees, the University, regulators, and emergency services personnel in compliance with the Hazard Communication Standard (HCS).

10.0 Noise

The contractor shall endeavor to keep the work area as quiet as possible when the work is in proximity to buildings with classrooms. If heavy machinery, powder activated tools, screw guns, or other such devices must be used to accomplish the work, the contractor shall notify the UB project manager (UB PM) and advise him/her of the type of equipment to be used and the duration of the work. At times it will become necessary for the contractor to stop work immediately when advised by the UB PM or EH&S that the work is adversely affecting classrooms activities.

11.0 Air Quality

11.1 Indoor Air Quality

Contractors shall plan work in conjunction with their UB PM to minimize the effects of fugitive emissions, dust, welding fumes, VOC vapors, and other emissions which can adversely affect the University community. In particular, the following methods are considered good practice:

- Establish a communications strategy that will inform nearby occupants of upcoming activities and allow for timely response to occupant complaints.
- Work areas adjacent to occupied University at Buffalo space should be separated by hard walls to prevent IAQ issues. Caution tape is not acceptable.
- During high emission periods, protect workers and occupants with increased ventilation.
- Accelerate emissions of volatile products with high ventilation rates.
- Protect HVAC ductwork from construction dust and debris. This may require close coordination with the UB PM.
- Delay installation of absorbent materials like carpeting and wall coverings until emissions from other activities have subsided.
- Indoor use of fossil-fueled equipment is covered in Section 11.3 and is generally prohibited unless significant steps are followed..

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11.2 Masonry Operations

Visible dust clouds from masonry cutting operations are strictly prohibited. All cutting shall be performed in a manner that minimized silica and dust exposure to contractor employees and the campus community. Water suppression and vacuums with HEPA filters shall be used for all operations. Extra care is needed when working near building air intakes to ensure that dust does not contaminate the building HVAC system.

UB expects contractors to be in full compliance with OSHA's Silica rule that went into effect on June 23, 2017. <https://www.osha.gov/silica/>

The contractor's competent person shall ensure that operations are within the scope of Table 1, or that monitoring and engineering controls are deployed as necessary to maintain employee exposures with Federal guidelines.

11.3 Carbon Monoxide (CO)

Operation of fossil-fueled combustion equipment within or adjacent to openings and intakes at University buildings is strictly prohibited without necessary controls and approvals. Equipment that requires special work planning includes, but is not limited to, Bobcat-type loaders, Target and K12 saws, powered augers, portable and trailer mounted generators and compressors.

The following rules apply:

1. The contractor shall provide a Job Safety Analysis that clearly defines how CO will be mitigated through engineering controls or other means. This JSA shall be reviewed and approved by the UB PM and a representative from EH&S.
2. The contractor shall provide alarming CO detection in all potentially affected areas of the occupied building(s). Detection equipment shall be in calibration and bump tested per the manufacturers requirements. Residential style CO detectors will not be acceptable for these measurements.
3. CO monitoring shall also be provided in the work area to ensure workers are not being exposed beyond the current ACGIH recommendations.

When setting up this type of equipment outdoors, consideration must be given for wind direction and infiltration into potentially occupied spaces.

12.0 Personal Protective Equipment (PPE)

All required personal protective equipment (PPE) shall be provided by the contractor. Its use is mandatory, and enforcement is the responsibility of the contractor. The contractor's supervisor shall ensure that their employees wear appropriate clothing that would provide adequate protection from normal hazards associated with the job. Examples of PPE are head, eye, hearing, hand, respiratory and fall protection equipment.

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All PPE used must meet appropriate ANSI standards. The minimum PPE for construction sites at UB shall include a hard hat, safety glasses, work boots, long pants, high vis, and ANSI Cut Level 2 gloves.

Electricians are expected to be in compliance with NFPA 70E-2021. Proper use of Arc-rated clothing shall be strictly enforced.

13.0 Electrical Safety / Lockout-Tagout (LOTO)

- 13.1 A contractor performing electrical work shall provide a copy of their electrical safety and lock out/tag out programs to the University prior the start of work.
- 13.2 Any time a contractor needs to provide lock out for University equipment, they shall contact their UB PM to ensure coordination with UB Facilities electricians. Conflicts between the University LOTO program and the contractor LOTO program shall be resolved prior to any system being locked or tagged out.
- 13.3 If uncovered live panels, circuits or conductors exist in a space, the contractor shall limit access to electrically trained personnel. Cardboard is not an acceptable means of covering a live panel.
- 13.4 When work is performed on live circuits, the contractor shall ensure compliance with NFPA 70E. This means that:
 - 13.4.1 The University PM and electricians are aware of the live work and agree that it meets the requirements of 70E for critical circuits.
 - 13.4.2 The contractor shall submit an energized electrical work permit that is equivalent to Appendix J of NFPA 70E.
 - 13.4.3 Contractor personnel shall wear PPE/Arc-rated clothing per their company safety policy.
 - 13.4.4 The approach boundary must be erected with tape, barricades, or other means to ensure that non-qualified personnel do not get close to the live parts.
 - 13.4.5 The work procedures of NFPA 70E shall be followed.
- 13.5 All portable power tools used both outdoors and indoors shall be used with a GFCI.**
- 13.6 Extension cords:
 - 13.6.1 Shall be used with a GFCI.
 - 13.6.2 Shall be protected from being pinched by doors and window.
 - 13.6.3 Shall be protected from vehicular and pedestrian traffic when crossing roads or walkways.
 - 13.6.4 Shall be of appropriate gauge wiring based on the load being served.
- 13.7 Temporary Lighting

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- 13.7.1 Light strings made of old-style open conductors will not be allowed.
- 13.7.2 Bulbs must have guards.
- 13.7.3 Lighting strings should be suspended at a height that does not pose a hazard in the area.
- 13.7.4 Lighting strings may not be suspended by sprinkler piping.
- 13.7.5 If campus lighting must be disabled to complete a project, the contractor shall provide alternate lighting to illuminate the affected area. This is particularly important when the purpose of that lighting is for security.

14.0 New York 811 (formerly Dig Safely NY)

- 14.1 The University is a utility member of New York 811. As such, **ALL** excavations shall be coordinated using the procedures of New York 811 and EH&S document SA-024-A titled **Excavation Marking and New York 811**.
- 14.2 If you are not trained in the New York 811 system, obtain an Excavator's Manual from one of UB's designated underground facilities coordinators.
- 14.3 Excavations include but are not limited to:
 - Demolition of structures
 - Cable or pipe plowing or driving
 - Setting poles
 - Driving survey pins
 - Installing sign poles
 - Ditching
 - Auguring
 - Moving earth
 - Drilling
 - Grading
 - Trenching
 - Scraping
 - Razing
 - Dredging
 - Tunneling
 - Wrecking
- 14.4 The general procedure for excavations is outlined on the inside back cover of the Excavator's Manual and summarized here.
 - 14.4.1 The excavator shall mark all proposed work areas with white paint, flags or stakes per the Excavator's Manual.
 - 14.4.2 The excavator fills out the Stake-Out Information Sheet and then calls 811.
 - 14.4.3 Within 2 business days, UB and/or its contractor will mark all utilities within the Extent of Excavation using standard marking procedures.
 - 14.4.4 Some utilities will be marked by other operators. They include natural gas, cable TV, and petroleum pipelines.
 - 14.4.5 The UB underground facilities coordinator and/or its contractor will notify the excavator that locating is completed and the excavator shall complete their stakeout request. Work may begin on the date and time noted on the New York 811 ticket.

15.0 Excavation and Trenching

- 15.1 All excavation and trench work at UB shall be in compliance with OSHA 1926.650 including Subpart P. Every worksite shall have a designated competent person who shall be available to make required determinations of conditions on an as needed basis as dictated by weather, etc.
- 15.2 All soils on both campuses shall be assumed to be Type C and treated as such unless the contractor's competent person performs and documents necessary testing to prove otherwise.
- 15.3 If there is a possibility of an atmospheric hazard in an excavation, the contractor shall provide proper air monitoring. This may be the case if chemicals are used in the excavation, or the site is near a busy roadway.
- 15.4 All excavation and trench work areas shall be completely fenced to exclude the general campus population. The amount of time the fencing is open should be limited that which is required for equipment movement, deliveries, etc. Fencing shall be 6' steel mesh as specified in the State University Construction Fund directive 1D-4. Less secure fencing such as orange snow fence may be used in very low traffic areas if specifically authorized by EH&S.
- 15.5 If excavation fencing is adjacent to a walkway, it must comply with fall protection rules.
- 15.6 Pre-excavation utility locating requests are the responsibility of the contractor under NYS Code 753.
- 15.7 If a contractor performs an emergency excavation without complete locating services, the contractor is fully responsible for all damages. **EH&S recommends the use of vacuum excavation for emergency dig tickets where a stake out cannot be completed.**

16.0 Underground Communications and Power Vaults/Manholes

The specific standards for working in underground or enclosed spaces are specified in OSHA 1926.268-Telecommunications and 1926.269-Electric power generation, transmission and distribution.

UB has these spaces on all of its campuses. Many spaces have combined communications and power that may require workers to be trained to handle the greater hazard. In all cases, the following requirements shall be followed in addition to those specified in 1926.26x.

- 16.1 Entry to underground or unvented spaces shall only be made following atmospheric testing.
- 16.2 A competent person on the contractor's entry crew shall determine if work will be performed under permit or non-permit confined space rules, or the rules contained in 1926.26X.
- 16.3 If the manhole or vault is in, or adjacent to a roadway, all controls specified in the Cornell Local Roads Program shall be followed. See Section 23 of this document.

17.0 Fall Protection

UB follows the OSHA 1926.500 standard for fall protection with some exceptions where local standards are more stringent than Federal Law.

- 17.1 Whenever work surfaces are 6' or greater above a lower surface, some means of fall protection is mandatory. Fall protection may take the form of guardrails, railings, scaffolds, safety nets or safety lines. In most cases, engineering controls are preferred to active fall restraint.
- 17.2 Full body harnesses are the only allowable devices for body wear. Belts are not to be used in any application. Lanyards shall be selected based on the specifics of each job and location, and anchorage points shall be selected to resist a force of 5000 lb. per employee or be designed by a professional engineer to meet the OSHA standard. The contractor's competent person is responsible for specification and use of fall protection equipment.
- 17.3 No additional height allowance will be authorized for steel erection. The recognized height at which fall protection must be provided is SIX feet.
- 17.4 Roofing work special note: Fall monitors are not allowable. Active or passive fall protection shall be specified for all roof work.
- 17.5 Where a change to a fall height is adjacent to a route of travel for University students, faculty or staff, protection shall be provided regardless of that height. EXAMPLE: The contractor removes ONE foot of soil along the edge of a sidewalk. A fence or barricade shall be provided that meets OSHA1926.

18.0 Ladders Last

Prior to beginning work, the Prime contractor or subcontractor shall evaluate all tasks that require individuals to work at elevated heights. It is the expectation that these tasks will be performed using methods other than a ladder where feasible. Use of lifts and portable scaffold devices shall be the preferred method to perform this type of work. All other means of access must be considered prior to use of a ladder as the only means to reach the work.

1. If it is determined that a ladder is the only means of performing the job at elevated height, then ladder use must be specifically noted on each crew's pre-task plan.
2. If a ladder is to be used, it must be a platform/podium type ladder
3. No aluminum or job-built ladders are to be used at the University at Buffalo.
4. Workers must maintain 3 points of contact while ascending/descending a ladder. If this cannot be done, worker must tie off at any height.
5. When working at a height greater than six (6) feet, 100% fall protection is required. A retractable lanyard must be used.

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Roof Access Special Note:

For access to roofs, ladders are not permitted. A stair scaffold with the bottom protected by an 8' lockable enclosure shall be provided by the appropriate contractor. This contractor will be designated in coordination with the UB Project Manager.

19.0 Fire Safety

- 19.1 Each project on University property shall be subject to a plan titled *Fire Safety During Construction and Demolition* that meets the NYS Fire Prevention and Building Code, Section 14. This plan will be established by the University PM in conjunction with the general contractor and EH&S Fire and Life Safety Manager or their designee. A template for this plan is shown on the EH&S website at ehs.buffalo.edu . Contractors are expected to make their own personnel and all subcontractors aware of this plan and include it in their routine training and toolbox talk packages.
- 19.2 The University maintains a hot work permit program that includes regular inspections by EH&S Fire and Life Safety personnel. Hot work includes welding, torching, soldering, and grinding.
- 19.3 Permits for hot work are available on the EH&S website at ehs.buffalo.edu.
DO NOT BEGIN ANY HOT WORK WITHOUT A VALID PERMIT.
- 19.4 All worksites shall have fire extinguishers available in type and quantity to meet OSHA 1910.150.

20.0 Hazardous Waste (excluding asbestos or lead)

Contractors are tasked with the proper handling and disposal of universal waste and hazardous materials used on their projects. In all cases, materials transported for disposal shall have manifests signed by DOT trained EH&S personnel.

There are three general classes of these materials, and each has a different disposal path.

20.1 Universal Waste (Fluorescent lamps, Batteries, Mercury containing devices)

20.1.1 If these items are removed as part of a project, they shall be packaged and labeled to meet University disposal requirements and the University PM will advise on the storage and disposal method.

20.2 Hazardous Pre-Existing Waste

20.2.1 Materials such as hydraulic fluid in elevators or glycol in HVAC coils shall be removed by the contractor and packaged and labeled for disposal by the University. The University PM shall arrange for disposal through EH&S.

20.3 Hazardous Waste Used/Created by Contractor

20.3.1 The contractor is responsible for legal disposal of all waste that is created, generated or abandoned on their jobsite. Examples if this waste include unused two part epoxy, some cleaning chemicals, and concrete modifiers. In general, containers of unused chemicals are hazardous waste.

21.0 Asbestos

Asbestos-containing materials (ACM) are present on both the North and South campuses of UB. The UB PM is responsible for notifying the contractor of the presence of known ACM. All handling of ACM must be by NYS licensed asbestos handlers under the direct and continuous site supervision of a NYS licensed Asbestos Supervisor.

If job conditions change such that presumed asbestos containing materials (PACM) are discovered on the job site, the area in question shall be secured, the job stopped, and the UB PM notified along with EH&S Asbestos Program Coordinator.

Working around friable ACM may cause problems due to vibration from tools, and air movement from air-cooled tools or ventilation. Job site supervisors should work with their University PM to conduct a 360° inspection of each such site to ensure minimal impact outside of the immediate work area. Spaces above and below the work area may be as problematic as those on the same floor. Discovering potential areas of asbestos disturbance prior to a job may save many days or weeks of downtime due to accidental and unintended releases of asbestos fibers.

22.0 Lead

Prior to the start of work, the University attempts to discover the locations and concentrations of lead in order provide contractors with the best information possible to protect their employees. Despite this, lead is routinely discovered during construction activities.

Lead is much less regulated but still potentially hazardous. If quantities of lead are discovered, please notify the UB PM for safe handling, removal, or disposal instructions. The primary expected locations of lead are for X-Ray room shielding, surface coatings on steel, high voltage electrical cable sheathing, and lead anchors. **LEAD MUST NOT BE THROWN IN THE REGULAR TRASH.**

23.0 Work Zone Safety

All work zones in roadways and rights-of-way must be properly laid out in accordance with the UB Work Zone Policy, SA-026-A. This is available on the web at ehs.buffalo.edu or by calling EH&S. The policy is based on the Cornell Local Roads Program.

All personnel working on roadways, adjacent to roadways, in a right-of-way, in a parking lot, or a temporary access way for vehicular traffic shall wear high visibility clothing that meets the current MUTCD requirements.

The most common problems encountered with roadway work zone safety are:

- lack of reflective clothing for personnel,
- not providing flagging by trained persons, and
- lack of signage and cones to delineate work zones.

Additionally, some work on campus may actually be on a State road in the right-of-way. Millersport Highway on the North Campus along with its cross streets and access roads fall into this category. Work on these portions of roadway/rights-of-way requires a highway work permit from State DOT ([linked here](#)). UB does not issue these permits.

24.0 Work Site Safety and Security

Where powder actuated tools such as Hitli™ guns, or tools that can cause flying debris are used (jackhammers or cutoff saws) in public access areas such as roadways, hallways, or sidewalks, temporary barricades shall be erected to protect the University community and the public. When welding and cutting is performed in areas that present a danger to the general public, welding curtains will be deployed.

Maintaining site safety during off times is very important. Locks, fencing, barricades, and other means shall be deployed to ensure that campus community is not at risk from contractor work areas. One frequent concern is fencing construction as we find many fences that do not survive normal winds on campus.

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Contractor activities that reduce campus walkway lighting levels will result in a less secure environment for the campus community. The contractor must work with the UB PM to ensure that alternate lighting is provided.

25.0 Radioactive Materials

Contractors shall notify EH&S any time radioactive materials are brought onto campus. These materials are typically used in instruments that gauge thickness, test for lead, and X-ray welds. The contractor's Radiation Safety Officer (RSO) the UB RSO at 716-829-3281 with the proposed dates and times of material usage along with the areas or buildings in which the device(s) will be used.

Subcontractors are frequently the entities that use radioactive materials in a testing capacity. It will be the GC's responsibility to ensure that UB is properly notified by the RSO in charge of the material.

26.0 Pre-Construction Orientation (SUCF Projects)

Section 12 of the SUCF document "Management of Construction Projects" mandates a pre-construction orientation meeting. This meeting will contain safety orientation for each contractor who works at the University. Specific safety information contained herein will be presented and discussed.

27.0 COVID-19 Contractor Guidance For Construction Jobsites

The State University Construction Fund Guidance as published in 2020 is still posted on their Web site and is copied below. It is no longer consistent with current CDC recommendations. [Please visit the CDC Web site](#) for current information on:

1. When to Isolate and Stay Home
2. How to Monitor your Symptoms
3. Resources for Testing and Treatment
4. When to Wear a Mask
5. Recognition of similar sicknesses like the flu and RSV.

The term “endemic” refers to a disease that is circulating in a community at an expected or normal level, minus an occasional outbreak (for example, the flu). Most states and the federal government have begun treating COVID-19 as an endemic virus due to declining case and hospitalization rates as well as the increased availability of vaccines, treatments, and rapid testing. Through these resources along with preventive strategies like wearing masks when indicated, we can keep severe cases to a minimum and live our daily lives with an acceptable level of COVID-19 in the community.

SUCF Contractor Guidance for Construction Sites from 2020 (provided for reference)

In response to the public health emergency for the COVID-19, the Governor of NY has declared a State disaster emergency and temporarily suspended or modified laws that would prevent, hinder, or delay action necessary to cope with the disaster or emergency. The Governor has also issued directives to allow for the expansion of certain services including those relating to emergency procurement, and to facilitate the continued work of essential businesses subject to compliance with mandatory directives for safety best practices and social distancing. The purpose of this guidance is to set forth the recommended best practices and social distancing requirements for contractors performing work at UB construction sites in the context of the COVID-19 health crisis.

Contractors, and their subcontractors (hereinafter simply referred to as “Contractors”) must also adhere to the following practices to help prevent exposure and spread of COVID-19. The following recommendations are based on what is currently known about COVID-19. Contractors are advised to stay current and immediately implement the most up-to-date practices to protect the safety and health of their employees and the campus community.

General Responsibilities:

- Contractors should educate their employees on the symptoms of COVID-19, which include cough, fever, trouble breathing, and pneumonia. Contractors must instruct any employee who feels they may have any of the above symptoms to refrain from reporting to the jobsite and immediately contact their health care provider and the local health department in the county in which they reside. Contact information for local health departments can be found at www.health.ny.gov.

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- If the employee begins to exhibit these symptoms while in the workplace, steps should be taken to remove the individual from the workplace. Using safe social distancing practices, provide the employee with an N95 mask and instruct them to put it on, self-transport themselves home, and to contact their health care provider and inform the local health department. The Contractor must notify their UB Project Manager and EH&S.
- Persons who have left the job site with symptoms consistent with COVID-19 should be advised to self-quarantine in accordance with the requirements of the New York State and local health department. UB, SUCF or DASNY reserve the right to require any employee of the Contractor exhibiting symptoms, to be removed from the jobsite.
- If an employee is confirmed to have COVID-19 infection, contractors should inform fellow employees who have been in contact with this employee of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by applicable New York State and federal law. The fellow employees should then self-monitor for symptoms (i.e., cough, fever, trouble breathing, and pneumonia) and self-quarantine in accordance with the requirements of the New York State and local health department.
- If an employee tests positive for COVID-19, Contractors should direct the employee to self-quarantine and remain quarantined for 14 days, following the guidance of New York State and local health department.
- Contractors may permit such employee to return to the jobsite when this employee produces a negative COVID-19 test or receives medical clearance to return to work.
- If an employee tests negative for COVID-19, contractors may direct the employee to return to work after recovery from their illness. Any direct contacts on pre-cautionary quarantine may return to the jobsite and resume their work activities.

Social Distancing:

- Do not host large group meetings or congregate in large groups. When meetings are necessary, maintain a distance of 6-feet between people.
- Perform toolbox or other training maintaining 6-feet between people.
- Perform meetings online or via conference call whenever possible.
- Only essential personnel should be permitted on the jobsite.
- Discourage handshaking and other contact greetings.

General Jobsite Practices

Procedures and supplies should be in place to encourage proper hand and respiratory hygiene along with general jobsite cleaning.

Hand hygiene:

- Signage with handwashing procedures should be posted in prominent locations promoting hand hygiene. Regular handwashing with soap and water for at least 20 seconds should be performed:
 - Before and after eating,
 - After sneezing, coughing, or nose blowing,
 - After using the restroom,
 - Before handling food,
 - After touching or cleaning surfaces that may be contaminated,

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- After using shared equipment and supplies; and also
- Whenever a contractor or subcontractor believes it is necessary.
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Respiratory Hygiene:

- Cover coughs and sneezes with tissues or the corner of elbow and dispose of soiled tissues immediately after use.
- Have N95 masks available in case an employee develops symptoms on the job. This will protect co-workers from further exposure.

Jobsite Cleaning:

- Practice routine environmental cleaning and disinfecting of all frequently touched surfaces on the jobsite. This includes workstations, project trailers and offices, portable toilets, countertops, handles, doorknobs, gang boxes, tools and equipment. See OSHA Guidance on Preparing Workplaces for COVID-19. These cleaning operations should be performed wearing disposable nitrile or latex gloves.
www.osha.gov/Publications/OSHA3990.pdf
 - This cleaning procedure should be performed immediately following a situation where a worker is removed or sent home from the jobsite with symptoms.
- Appropriate cleaning agents and directions should be utilized to perform all cleaning. Ensure all workers are trained on the hazards of cleaning chemicals used in the workplace and comply with all OSHA requirements regarding same in accordance with the Hazard Communication (Global Harmonization) Standard. Information about <https://coronavirus.health.ny.gov/home>

Additional Best Practices:

- Do not use a common water bottle.
- If using a common water cooler clean dispenser knob after use.
- Do not share tools.
- Utilize personal protection equipment (PPE) for the job being performed.
- Sanitize reusable PPE per manufacturer's recommendation prior to each use
- Do not share PPE.
- Ensure used PPE and other trash is disposed of properly.
- Utilize disposable gloves where appropriate and instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment.
- Don't stack trades.
- Stagger work schedules to minimize the number of people on a job site at any one time.
- Keep one contractor or subcontractor in an area at a time. Indicate an area is occupied with workers with a sign or flag indicating which contractor or subcontractor is in the area at that time. Remove the sign or flag after completion of work in that area to let others know they may then enter into that area to perform their work. The next contractor or subcontractor will then post their sign or flag to notify others that the area is occupied.

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- Minimize the number of workers in an area as much as possible by using indicators of an occupied area (signs or flags) scheduling work activities to stagger those required to be in any one time to a minimal number of workers.
- Minimize entryways into a work area so that employees will be able to observe flagging practices described above. Do not reduce the number of emergency exits.
- Avoid cleaning techniques that use pressurized air or water sprays as they may result in generation of bioaerosols.

Updated Written Safety Plan:

The Campus may request an updated written safety plan for the site to address practices to help prevent exposure and spread of COVID-19 at the jobsite pursuant to New York State, OSHA recommendations and Centers for Disease Control requirements, which include:

- Assessment of potential worker exposure hazards, taking into account the specific recommendations and controls for the four levels of worker exposure risk identified in OSHA's Guidance on Preparing Workplaces for COVID-19 (i.e., very high, high, medium, and low).
- Selecting, implementing, and ensuring the use of controls (i.e., social distancing appropriate personal protective equipment, hygiene, and cleaning supplies);
- Minimizing the number of workers in an area as much as possible by using indicators of an occupied area (signs or flags) and scheduling work activities to stagger those required to be in any one area to a minimal number of workers.
- Minimize entryways into a work area so that employees will be able to observe flagging practices described above. Do not reduce number of emergency exits; and
- Additional criteria consistent with health and safety practices at the work site.

Project Closure:

Where work is suspended on a project, contractors are directed to follow any additional project shut-down protocols as provided by the campus.

28.0 Applicable Guidelines

- 28.1 [Excavator's Manual, A User's Guide to Safe Excavation Practices, 2013](#)
- 28.2 [Work Zone Safety, Guidelines for Construction, September 2008, Cornell Roads Program](#)

29.0 Associated UB Documents

1. [Commitment to Health in the Working and Learning Environment Policy, April 28, 2016.](#)
2. **Excavation Marking and New York 811 Procedure SA-024-A**

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30.0 Definitions

- University Project Manager (UB PM): Person assigned by FP&D or DASNY to manage activities relating to a project.

31.0 Important Contact Information

University Police	716-645-2222
Design and Construction	716-645-2612
Environment, Health and Safety	716-829-3301
New York 811	811

32.0 Document Revision History

Revision	Section(s) Changed	Change(s) Made:	Date
00	---	---	7/1/09
01	13, 14, 20	Minor procedural modifications.	6/18/12
02	5, 29	Changed EH&S number to 829-3301	6/5/13
03	10.2	Masonry dust	4/6/15
03	10.3	CO	4/6/15
03	11.0	PPE for electrical work	4/6/15
03	12.5	GFCI required for all portable tools	4/6/2015
04	26	Commitment to Safety policy link updated	5/6/2019
05	Numerous	Grammatical and Web Links	7/16/2019
06	25	Added COVID-19 rules	5/20/2020
07	6, 8, 12, 14, 18, 27	All injuries to be reported, housekeeping recognizes stricter material handling, PPE now includes cut proof gloves, New York 811 changes, Ladders last added, COVID-19 rules from SUCF deprecated.	2/6/2023

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