CALIFORNIA STATE UNIVERSITY, FULLERTON

Cal State Fullerton

CONTRACTOR SAFETY HANDBOOK

SAFE CERTIFIED

August 2009

Introduction

California State University, Fullerton (CSUF) recognizes that many hazards are inherent in construction and other contract work. Compliance with safety regulations can prevent most serious injuries. This serves as notification of campus safety requirements to contractors who perform work at CSUF and any other facilities operated by the University. While on-site, contractors are required to follow applicable federal, state, and local safety and health regulations, as well as additional CSUF requirements.

The regulatory citations at the end of each section are intended only as a guide or reference for contractors and are NOT inclusive of all the regulations that might affect those sections. CSUF reserves the right to require a contractor to discontinue operation at any time these requirements or regulations are NOT being met.

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Emergency Information

Contractors must abide by all alarms and evacuation procedures as established by CSUF. Any alarm triggered by the contractor must be reported immediately and a representative must be available to address the incident. In the event of an emergency, the contractor should report the incident to University Police at 911 or 714-278-2515.

Important Telephone Numbers

All Emergencies
911

Blue Emergency Phones
Press Button and Talk

Central Plant (Heating/Ventilation)
714-278-2432

Design and Construction
714-278-2352

Environmental Health and Instructional Safety (EH&IS)
714-278-7233 (SAFE)

Facilities Management Service Center
714-278-3494

Reporting Injuries

Injuries sustained by employees of a general contractor or its sub-contractors must be immediately reported to Environmental Health and Instructional Safety (EH&IS). Within 48 hours of an incident, the contractor shall furnish EH&IS with a copy of any accident/incident report that is generated on the campus. Such reports must include a medical description of the injury (if applicable) and action taken to prevent recurrence. If a person is seriously injured, the Contractor will keep the campus informed of that person's condition through the Plant or Design & Construction Project Manager/Inspector of Record (IOR).

General Requirements

Projects involving offending odors, excessive noise, or other irritating environmental agents may require work during "off-hours."

Contractor must maintain all required permits and licenses for the job. Such permits and licenses must be available at the job site for inspection/audit.

EH&IS has the right to immediately stop the contractor's work activities if it is deemed immediately dangerous to the contractor or university employees.

Contractor Employee Conduct

The contractor shall ensure that their employees and their sub-contractor employees conduct themselves in an appropriate manner while on

the university campus. Gestures, remarks, cat calls, whistling, or anything derogatory nature will not be tolerated.

Emergency Evacuations

Upon hearing any alarms or obtaining notification from University Police, the contractor must stop all work. This includes ceasing all welding and burning activities and shutting off all equipment. Evacuate and move 150 feet away from the building to a location predetermined by the contractor. The contractor shall account for all contract personnel. Contractor personnel shall remain in the area until the "ALL CLEAR" is announced by the University Police and they are instructed to return to work. ***CCR T19 3.10***

Exit Signs

Tritium gas-containing (radioactive) exit signs <u>are not</u> allowed for use on the CSUF campus. Contractors must use the electrified exit signs specified as the campus standard. The Contractor may use these radioactive exit signs on a temporary basis only. The signs, however, remain the property of the contractor who will be responsible for removing them from campus at the end of the project and/or paying the disposal and cleanup costs, should a sign be broken. ***CSUF Policy***

Fire Alarms

Fire alarms must remain operational at construction sites involving occupied buildings. In the event that the alarm system must be deactivated for more than four hours, the Contractor must notify the Project Manager/IOR. The University Building Official (Associate Vice President for

Facilities Management) must authorize deactivation of the fire alarm. Approval to shutdown a system will be given only with sufficient prior notice where there is a demonstrated need, and the occupants of the building are not exposed to undue risk.

A fire watch is required whenever a university fire alarm system is deactivated for more than four hours. University Police are responsible for providing a fire watch service. Unless specifically addressed, the contractor is responsible for funding the fire watch. ***CSUF Policy***

Housekeeping

The contractor shall keep the work area, specifically walking and working surfaces, clean and free from debris and trash, which could cause slipping and tripping hazards. Tools and materials shall be kept and stored in an orderly fashion. ***CCR, T8 1513***

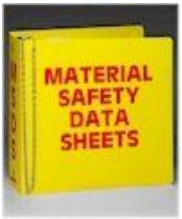
Injury and Illness Prevention Program

The contractor shall submit a copy of his general Injury and Illness Prevention Program to EH&IS for review prior to the start of the project. The contractor's IIPP shall meet the minimum requirement of ***California Code of Regulations (CCR), Title 8, Section 3132***. The contractor shall submit other safety programs that pertain to the type of job that will be performed on site. Some examples are, but not inclusive: confined space, fall protection, lockout/tagout, trenching and shoring, and certifications for asbestos and lead.

Lighting

Walkways must remain lighted for pedestrian safety. When construction activity impacts the lighting of the surrounding area or walkways, the contractor must provide temporary lighting to compensate for the loss. The campus requires a minimum of one (1) foot candle for walkways and parking lots. Building entrances must be maintained at five (5) foot candles. ***1994 UBC 400A***

Material Safety Data Sheets



Material Safety Data Sheets (MSDS) on all material used on the project must be submitted to EH&IS for review **prior** to the start of the project. Products containing carcinogens, asbestos, and lead cannot be brought on-site and used for any project without prior approval from EH&IS. ***CCR T8 5194***

Noise

The contractor shall keep the work area as quiet as possible. If power activated tools, nail guns, or other such devices must be used to accomplish the work, the contractor shall notify the Project Manager/IOR and advise him of the type of equipment to be used and the duration of the work to be done. At times it will become necessary for the contractor to stop work immediately when advised by the Project Manager, IOR, or EH&IS that the work is adversely affecting occupants of classrooms, work areas, or the surrounding Fullerton neighborhood. The City of Fullerton Noise Ordi-

nance regulates the effect of a noise source upon neighboring properties. ***Fullerton Municipal Code 15.9***

Parking and Vehicle Traffic

Access to the campus interior is restricted to vehicles between 8:30 a.m. and 3:00 p.m. Contractors shall follow this restriction or obtain a special permit from Parking & Transportation Services for access to the campus interior during the hours when motor vehicles are restricted. Violators are subject to citation by University Police.

Contractors must comply with campus parking and traffic requirements. Fire access routes must be maintained free and clear of obstructions.

Contractors must request parking permits from Parking & Transportation Services. The permit request form can be downloaded from the Parking & Transportation website at www.parking.fullerton.edu or at the Parking Office in T1400. ***CSUF Parking Regulations***

Personal Protection

All required personal protective equipment (PPE) will be provided by the contractor. Its use is mandatory and enforcement is the responsibility of the contractor. The contractor's supervisor shall ensure that employees wear appropriate clothing that provides adequate protection from normal hazards associated with the job. PPE includes head, eye, hearing, hand, respiratory, and fall protection equipment. All PPE used must meet ANSI or Cal/OSHA standards. ***CCR T8 1514***

Smoking

In accordance with California State Law and the CSUF policy, there is no smoking inside any public building. This includes open stairwell landings and atria. CSUF policy prohibits smoking within 20 feet of any building. ***CSUF Policy***

Stairways and Corridor Egress

Stairwells, elevator lobbies, and corridors are intended to provide a safe means for occupants to exit the building and emergency personnel to access the scene. The exit corridors of all areas are required to be kept clear and unblocked at all times, regardless of their width. All carts, supplies, ladders, tools, etc. must be kept out of the corridor or stairway when not in use. Some projects may require construction occupying part of the corridor width. When this happens, it is extremely important that the remaining corridor be clear. If an entire corridor or exit must be blocked off for a project, the contractor must get approval from the Project Manager, IOR or EH&IS. ***CCR T19 3.11***

Tools (Powered or Non-Powered)

Power tools shall be maintained in a safe working condition. Designed safety features such as guards and interlocks shall NOT be removed or disabled. Tools shall be tied off when used overhead. Tools powered by gasoline shall not be used inside university buildings unless prior permission is given by EH&IS and safeguards are put in place to reduce exposure to building occupants. ***CCR T8 1707***

Trash, Waste, and Scrap Disposal

All trash, waste, and scrap must be disposed of each day in proper containers supplied by the contractor. All hazardous waste storage and disposal is to be coordinated through the EH&IS office (See Environmental Requirements).

Take measures to protect adjacent areas to the construction area from dirt, dust, and debris. Debris shall not be allowed to accumulate within or around the work area. The worksite and surrounding area, especially stairways, corridors, and walkways, must be kept clear of obstructions, waste, and dust which may create tripping, slipping, or egress hazards. ***CCR T8 1736***

Training Documentation

Contractors and sub-contractors working at CSUF shall receive safety training as required by Cal/OSHA and Federal OSHA and fully meet the qualification requirements to complete the assigned work. Contractors must keep current training records for each employee assigned to perform work under this contract. Documentation of required training for all contractor personnel must be made available for examination by EH&IS, if requested. All necessary personal protective equipment will be provided by the above contractor, and the employees have been/will be trained in its proper use. ***CCR Title 8, various sections***

Asbestos / Lead

Asbestos and lead may be present in buildings where the contractor is working. Contractors must consult with the university Project Manager/IOR or EH&IS staff to determine if contracted work will involve the disturbance of asbestos and/or lead. Contractors conducting asbestos or lead abatement work must meet all eligibility requirements established by regulatory agencies.

Any time the contractor finds suspected asbestos containing materials that were not previously identified, the contractor must immediately stop work and contact the project manager.

All work shall, at a minimum, comply with all requirements specified by the Environmental Protection Agency, CCR Title 8 pertaining to asbestos or lead, and CSUF Asbestos and Lead Abatement Protocols.

Contractors shall submit a copy of their work plan to the Project Manager/IOR, designated safety consultants, and EH&IS prior to commencing any abatement projects. The work plan shall include, at a minimum, the scope of work, all up-to-date training and medical records, all required licenses, MSDSs of chemicals used for the project, and all permits.

All hazardous and non-hazardous waste generated from abatement projects MUST be properly manifested per EPA/DOT regulations and signed by a designated EH&IS staff member.

Prior to any hazardous material abatement job, such as asbestos or lead abatement, the contractor MUST notify and coordinate with Facilities Management Service Center to shut down the HVAC unit serving the abatement area.

The contractor will obtain necessary permits or registrations from applicable environmental agencies (e.g. South Coast Air Quality Management District, Cal/OSHA, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to EH&IS **in advance** of such work. ***CCR T8 1529, 1532.1, 5208***

Barricades and Opening Protection

Barricades and warnings are required around all construction sites. In addition, adequate protection must be given to excavations, holes, or openings in floors or roofs, elevated platforms, and around overhead work to protect people from falling objects.

- Unless the general area is protected, barricades must be erected before any excavation, and extended as the excavation progresses.
- Barricaded areas which contain an opening or hole for access must be protected during working hours and must be secured at the end of each day.

- All holes or openings through floors or decking at all elevations must be immediately covered or barricaded. Material or equipment must never be stored in an excavation cover or inside an excavated area.
- Hole covers must be secured or cleated so they CANNOT slip, and they must extend adequately beyond the edge of the hole.

- Barricades shall not create a trip hazard. Any potential trip hazards should be clearly marked.
- The type of barricading system, whether it is fencing, caution tape, or some other means, must be discussed with the Project Manager/IOR in consultation with EH&IS to provide protection for the campus community.
- Warning signs should be placed on barricades/ fences for the duration of the construction project. Warning sign verbiage shall be coordinated through the Project Manager/IOR. ***CCR T8 3212***

Confined Space

The contractor must notify the Project Manager/IOR and submit a copy of their Confined Space Program to EH&IS if work in a confined space is planned. The contractor's Confined Space Program shall, at a minimum, comply with CCR, Title 8 requirements pertaining to confined spaces. The contractor is responsible for providing his own monitoring and rescue equipment necessary for safe confined space entry. ***CCR T8 5157***

Electrical

Contractors conducting high-voltage electrical work must be approved for such work by Cal/OSHA. All work shall, at a minimum, comply with all requirements specified in CCR, Title 8 pertaining to High Voltage, Electrical, and specifically to Subchapter 5 – Electrical Safety Orders.

Electrical extension cords must be in good condition and must not create a trip hazard in hallways or on pedestrian walk-

ways. Cords that stretch across walkways must be entirely covered, secured, elevated, or protected by other means when exposed to damage, water, or where they create tripping hazards.

Keep all electrical room doors secured when unoccupied.

Lockout/Tagout procedures must be observed when working with electrical equipment. Please refer to the Lockout/ Tagout section of this handbook.

Machinery or equipment must not be operated within fifteen (15) feet of electric power lines, except where the electrical distribution or transmission lines have been de-energized at the point of work.

All cranes, backhoes and similar lifting or excavating equipment must be effectively grounded when a possibility of such equipment coming into contact with an electric power line or power facility, located overhead or underground. ***CCR, T8, Electrical Safety Orders***

Excavation Safety

Excavation and trenching shall comply with all applicable regulations, including CCR, Title 8, Trenching and Excavation Requirements. The contractor is responsible for providing a “Competent Person” at every excavation site. This individual must be capable of identifying existing and predictable hazards in the excavation area and determining the suitability of equipment or materials used for support systems, shield systems, and other protective systems. Inspection records are subject to review by the Project Manager/IOR and EH&IS. ***CCR T8 1541***

Fall Protection

Safety harnesses must be worn and tied off to independent lifelines when working from elevated areas under the following conditions:

- The roof pitch equals or exceeds 7 in 12.
- The job requires workers to be closer than four (4) feet from the roof edge without parapets or other acceptable fall protection system.
- Two-point suspension scaffolds or stages are used.
- Boatswain's chairs are used.
- Scaffolds with incomplete handrails and decking are used.
- Ladders are placed near an opening.
- Elevated work is being performed with no protection available to prevent the worker from falling.

Every employee issued a safety harness shall be instructed by a qualified person in the proper method of wearing, using, and securing it to an approved anchorage point. ***CCR T8 1670, 1671.1***

Hazardous Materials

Use of any hazardous material is subject to the prior approval of EH&IS with notification to the Project Manager/ IOR. EH&IS reserves the right to require substitution of materials planned for use. Hazardous materials being used for the project must be properly stored in secondary containment for the duration of the project. Approved chemical storage cabinets should be used and all applicable fire and building codes shall be followed. EH&IS may inspect all hazardous materials storage areas.

Flammable liquids in quantities less than fifty-five (55) gallon drums are to be kept in “safety” cans that have been properly labeled as to their contents. Drums and tanks of fifty-five (55) gallons or more must be labeled, grounded, equipped with self-venting bungs, top-dispensing and must be placed at least twenty-five (25) feet away from smoking, welding, burning, or other heat sources.

Gas cylinders must be securely held upright. Fasten them with an approved restraint device to rigid structures so they will not fall or be knocked over. For earthquake safety, all cylinders should be double strapped. Locate cylinders away from pedestrian traffic areas. Make sure they are in a well ventilated locations, at least twenty (20) feet from highly combustible material. Keep cylinders out of the direct sun and do not allow them to be heated.

Read the labels on the materials you use and be aware of their hazardous properties. Take all appropriate precautions advised on the container labels or MSDSs. Before using odorous chemical compounds or products such as glues, epoxies, paints, thinners, advise the Project Manager/IOR. If the compound will cause problems for building occupants, you may be asked to limit or suspend work until further notice. ***CCR T8 5191***

Access to Campus Locations with Hazardous Materials. There are many hazardous chemicals and radioactive materials found throughout the campus, especially in the laboratories of Dan Black Hall, McCarthy Hall, Theater Scene Shops, Engineering, and Visual Arts. Contractors must avoid creating conditions that could cause disruption of any lab activity. Prior to entry into any laboratory space, the contractor must notify the Project Manager/IOR and contact EH&IS. The area will either be cleared or deemed safe for contractor entry.

Lockout/Tagout

A contractor's lockout/tagout program shall at a minimum comply with CCR, Title 8 requirements pertaining to lockout/tagout. A contractor must request permission from the Facilities Management Service Center through coordination with the Project Manager/IOR prior to performing any lockout/tagout of university equipment.

Prior to any hazardous material abatement job such as asbestos or lead abatement, contractors must notify the Project Manager/IOR and EH&IS to coordinate shut down of the air handler unit(s) that serves the abatement area. Contractors shall physically lock out the mechanical air handler along with the responsible Physical Plant staff to ensure clearance is achieved prior to re-engaging the air handler. **CCR T8 3314, 4413**

Scaffolding

All scaffolding shall be erected and maintained in compliance with applicable standards, including CCR Title 8 Article 21, 22, and 23 and the manufacturer's requirements. Each scaffold must be erected and dismantled by licensed scaffolding contractors. Inspection of scaffolding must be made by a **competent person** assigned by the contractor for the work to be performed. All scaffold platforms must be equipped with standard forty-two (42)-inch high handrails and mid-rail, rigidly secured and completely decked with safety plank or manufactured scaffold decking. Rigidly secured four (4)-inch

high toe-boards must be used on all scaffolding. Scaffolds must be tied off to the building or structure at proper intervals.

Welding and Burning

Prior to commencing welding or burning operations, the contractor must notify the Project Manager/IOR and obtain a Hot-Work permit from EHIS office. In addition to obtaining a Hot-Work permit, the following are general requirements when performing any welding and/or burning operations:

- All exposed combustible materials below welding and burning areas must be removed to a safe location. In addition, an approved spark catcher must be used for overhead welding.
- A dry chemical (ABC) fire extinguisher (at least five-pounds) must be maintained within twenty-five (25) feet of any welding, burning or open-flame work.
- No welding or burning is to be done on a closed vessel or tank, or any vessel previously in use unless it has been decontaminated and is certified gas-free. Permission must be obtained prior to commencing of operations.
- Adequate ventilation must be provided at all times.
- Flashback arrestors must be installed on all oxy-acetylene torches.
- All arc welding must have a separate and adequate ground, pulled from the machine to work locations in all operating areas.
- All arcs are to be shielded in operating areas by the use of such barriers as welding curtains, screens

and enclosures.

- All welding near halogenated solvents (i.e. Methylene Chloride, Carbon Tetrachloride, TCA, TEC, etc.) is strictly prohibited.
- An approved welding helmet must be worn.
- Compressed gas cylinders must be secured vertically to an adequate support while in storage, transit, or use. The protective cap must be on during storage and transit.
- Oil and grease must be kept away from oxygen regulators, hoses and fittings. Do not store wrenches, dies, cutters, or other grease-covered tools in the same compartment as oxygen equipment.
- Cylinders and hoses should be placed where they are not exposed to sparks and slag from a burning operation.
- A fire watcher must be posted during hot work and for 30 minutes thereafter to locate and extinguish smoldering or flaming ignition. The fire watcher requires training in emergency procedures and contact numbers before hot work begins.

Environmental Requirements

Air Emissions

Any operation or procedure involving the release of significant quantities of dust, vapors, fumes, or mist shall be approved by EH&IS prior to start of work. Examples are large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, etc.
SCAQMD

Environmental Permits, Registration, and Notifications

The contractor will obtain necessary permits or registrations from applicable environmental agencies (e.g. South Coast Air Quality Management District, California Air Resources Board, Cal/OSHA, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to EH&IS **in advance** of such work.

Hazardous Material Spills

The contractor must report any spills immediately to the Project Manager/IOR and EH&IS and take immediate action to contain the spill. Regulatory agencies require containment and remediation of all spills of hazardous materials, including fuels and oil. Contractors who spill any such substances on university property are responsible for clean-up coordinated through EH&IS. Clean-up of the contaminated area must be performed to the regulatory accepted level based on testing. Testing and disposal will be coordinated through EH&IS and paid for by the contractor.

Hazardous Waste

The contractor shall comply with all federal, state and local regulations pertaining to the management of hazardous waste, as well as university requirements. Hazardous waste must be handled and accumulated on-site in a safe manner and by properly trained contractor personnel.
40 CFR, 49 CFR

- Fluorescent lamps are to be removed from fixtures with care and placed in special cartons and disposed of properly. Do not dispose of lamps in regular trash containers. Contact EH&IS for further instructions.
- Asbestos containing materials removed under abatement contracts may be considered hazardous waste. It is the responsibility of the general and abatement contractors to dispose of them properly and coordinate through EH&IS.
- Lead-based paint removed from structures is considered hazardous waste and must be disposed of properly and coordinated through EH&IS.
- Hazardous waste generated on-site shall not be transported off-campus without proper manifests and signatures. Hazardous waste will be transported and disposed of in accordance with all applicable Federal, State, and local regulations. All hazardous and non-hazardous waste generated from abatement projects MUST be properly manifested per EPA/DOT regulations and signed by a designated EH&IS staff member.
- Contractors are required to furnish EH&IS with documentation of proper disposal whenever the contract calls for disposal of hazardous waste, including spills.
- Only representatives from EH&IS are authorized to sign hazardous waste disposal manifests from waste generated on campus.

Storm Drains / Sanitation Sewers

No hazardous, toxic liquid, or solid material(s) shall be discharged to the storm drain and/or sanitary sewer system. Contractors performing planned work that will create potential runoffs from water blasting, wet method surface removal, etc., must consult with EH&IS to ensure proper protection of the drainage system and adequate

product collection procedures.

Care must be taken to locate chemical storage and transfer areas to prevent the possibility of accidental spillage of chemical products.

Storm Water Pollution Prevention Plans

The California State University, Fullerton (CSUF) is a designated Municipal Separate Storm Sewer System (MS4) and requires a Stormwater Pollution Prevention Plan or Water Pollution Control Plan to be submitted to the Environmental Health and Instruction Safety Office for review to assure compliance with the Campus Stormwater Management Plan (SWRCB Order No. 99-06-DWQ, NPDES CAS00002, NPDES CAS00003 and the CWA §303(d)).

Project Sites > 1 Acre

Contractors who disturbed Campus land greater than one acre must prepare and submit a Stormwater Pollution Prevention Plan (SWPPP) to Environmental Health and Instructional Safety Office for review and compliance with the Campus Stormwater Management Plan.

Project Sites < 1 Acre

Contractors who disturb Campus land less than one acre of land are required to prepare and submit a Water Pollution Control Plan (WPCP) to the Environmental Health and Instructional Safety Office for review and compliance with the Campus Stormwater Management Plan.

Mold

To prevent mold, contactors should fully enclose a structure before installing insulation, drywall, or other materials that support mold growth. The enclosure should prevent rain or other moisture infiltration from creating water damage or affecting building materials. Temporary enclosures such as tarps or permanent measures such as installing windows, exterior walls, and roofs before the drywall and insulation could satisfy this requirement. In addition, completed buildings at CSUF should prevent moisture infiltration and mold growth. To assess moisture damage and the potential for mold growth in a campus building, please contact EH&IS at 278-7233.

CSUF Policy

Acceptance of Soil from Off Site Sources

The use of imported fill material has the potential for bringing contaminated soil onto the Campus impacting an otherwise clean site. Imported soils must be free of detectable amounts of chemical compounds of concern. See the Campus Guidance document for the Acceptance of Soil from Off Site Sources. Exceptions include certified topsoil, sand and gravel materials from sand and gravel manufacturers.

Construction & Demolition Debris

Construction debris is considered a solid waste in the State of California and is regulated under the Resources Conservation and Recovery Act (RCRA) 1976 and the California Code of Regulations Title 14, 22 and 26. Construction debris must be managed in a manner consistent with these regulations. Disposal of construction debris in Campus dumpster is prohibited. It is the contractor's responsibility to properly recycle/ dispose of construction debris at an approve California Integrated Waste Management Board facility.

Fugitive Dust Emission Abatement Requirements

All contractors must reduce the amount of fugitive dust (particulate matter) emitted into the ambient air as a result of construction activities at CSUF by applying South Coast Air Quality Control Management District's Rule 401 – Visible Emissions, Rule 402 – Public Nuisance, Rule 403 – Fugitive Dust: Table 1, State Water Resources Control Board Stormwater Pollution Prevention Plan/Water Pollution Control Plan for track-out, and Vehicle Code 2314 (cover all haul vehicles and comply with 'freeboard' requirements for both private and public roads).

Portable Equipment Registration Program (PERP)

Contractors must use only PERP permitted Electrical generators, woodchippers, compressors, pumps, cranes with engines and engine driven equipment greater than 50 brake horsepower (bhp) that are permitted by the South Coast Quality Control Management District or the California Air Resources Board. Equipment that is not permitted is in violation of State law.

Contractor Safety Pre-Screen

Prior to permitting a sub-contractor to perform work at CSUF, project managers must ensure that the general con tractor has pre-screened the sub-contractor's safety per formance. They should review the subcontractor's "Experience Modification Rate" for the past three years (this information is available from the sub -contractor's Workers' Compensation carrier) and its OSHA 300 & 300A forms. For firms not required to complete the OSHA 300 & 300A forms, a review of the EMR is sufficient.

If the pre-screen shows potential for unsafe work prac tices (An EMR that exceeds 1.00 in any given year or a level of injuries listed on the OSHA forms that equates to more than 1 incident per every 10 employees), project managers should forward the information to EHIS and Risk Management for an assessment and approval to work on campus.