

1 . Access & Site Security. Contractors to ensure construction site is reasonably secured to prevent unauthorized entrance.

2 . Air Permits. The Demolition & Construction Notification permit should be obtained from DEP prior to commencing activities.

3 . Air Quality During Construction. Impact to occupied areas must be minimized. Any impact to a building's ventilation system must be approved by the EHS Office.

4 . Asbestos and Lead in Building Materials. Contractors are to check for the presence of asbestos and lead at least three weeks *prior to* construction activities. Contact EHS for guidance if needed. All results must be forwarded to EHS.

5 . Clean Air. Do not allow vehicles to idle, carpool if possible, reduce your impact to the environment.

6 . Confined Spaces. Appropriate procedures are to be used when accessing confined spaces on campus. See the College's Confined Space Plan. Information on newly created confined spaces must be forwarded to EHS for inclusion in the Plan.

7 . Drain Disposal. Disposal of unwanted materials is prohibited, either through sanitary sewer or stormwater.



Emergency
Telephone

8 . Emergency Procedures. Emergency situations should be immediately reported to Wellesley College Police at x 5555 and the Project Manager. EHS will respond as needed.

DISCLAIMER

Safety and compliance on the job site is the responsibility of the contractor. The EHS Office has prepared this guidance document to assist project managers and contractors in planning their work and preparing for emergencies.

This brochure contains basic information regarding policies and procedures at the College. Contractors are advised to verify all information prior to on-site activities and in developing emergency plans.

Contractors should have all EHS related permits, licenses, plans and programs applicable to the job available on site.



Environmental Health & Safety Office

Physical Plant Bldg
Phone 791-283-3882

Campus Police Emergency Line
781-283-5555

<http://www.wellesley.edu/Safety/ehs.html>

WELLESLEY COLLEGE
ENVIRONMENTAL HEALTH AND
SAFETY OFFICE



EHS GUIDANCE FOR CONTRACTORS



What Contractors Need to Know

The Environmental Health and Safety Office has policies and programs to maintain a safe and compliant campus environment. All contractors are required to adhere to the items outlined and report any issues or concerns to their Wellesley College contact, the Project Manager or the EHS Office at 781-283-3882.

9 . Fall Protection & Roof Anchors.

Ensure fall protection measures are taken. Check with project manager to determine if roof anchors should be installed.

10 . Fire Safety. Egress paths must be kept clear and unobstructed. Stand-pipes and fire extinguishers must be accessible. Exit signage must remain visible.

11 . Hot Work. Contractors responsible for hot work operations including cutting, brazing, welding, soldering, must obtain the necessary permits and follow the college's hot work guidelines.



12 . Keep in Clean.

Keep areas free and clear of debris. Contractors must clean up on a daily basis.

13 . Material Storage. Storage of materials must be kept inside contractor work area. All hazardous materials stored on site should have MSDSs readily available.

14 . Mold Policy. Contractors must familiarize themselves with the College's written plan to manage mold.

15 . Noise. If noise above OSHA action levels occurs that will affect building occupants, controls must be put in place.

16 . OSHA – Applicable Occupational Safety & Health Act Laws must be adhered to at all times. MA Building Code requires that all project managers have completed the OSHA 10 hour construction safety & health course.

17 . PCBs. These materials can typically be found in old light ballasts. Appropriate disposal is required. No transformers on campus are known to contain PCBs.

18 . Pedestrian Safety. Do not drive over 20 mph and watch for the green cross walks, pedestrians always have the right of way.

19 . Personal Protective Equipment.

Should be available for contractors and for visitors as needed. This includes safety glasses and hard hats.

20 . Pest Control. Appropriate pest control plans must be put in place during construction activities. The College supports Integrated Pest Management.

21 . Recycling. Contractors will take every effort to recycle construction debris as well as items brought on site (ie. paper, plastic).

22 . Signs and Labels. Follow all posted signs and labels on campus. Install needed signage to appropriately warn the community of construction activities.



23 . Smoking. Smoking is prohibited in all college buildings and within 20 feet of any building. It is also prohibited in areas that may affect indoor air quality such as near air intake vents.



24 . Soil Management Plan. Due to a history of contaminated soils on campus, any soil excavation requires approval by the EHS Office.

25 . Detectors & Sprinkler Heads. Alarms and sprinkler systems must remain operable. Removable plastic covers should be used to cover detectors. They should be removed at the end of the workday. Paper or plastic bags should be used to cover sprinkler heads.

26 . Stormwater Construction Permits. Site disturbances over one acre will require a NPDES Permit under EPA; this includes construction, grading, clearing and excavation activities.

27 . Trash Chutes. Chutes with flammable labels should be moved away from the dumpster at the end of the work day or when not in use.

28 . USTs and ASTs. Contact EHS for any new tank installation.

29 . Waste Management. Contractors are responsible for disposal of all waste materials generated. This includes hazardous waste and universal waste.

30 . Water District. All of campus is protected in either in a Zone I or Zone II water district. Certain activities require approval or may be prohibited. Contact EHS for further information.