

# NORTHEAST COMMUNITY COLLEGE



# CONTRACTOR NOTIFICATION PLAN

Original: September 1999  
Revised: August 2001

**NORTHEAST COMMUNITY COLLEGE  
CONTRACTOR NOTIFICATION PLAN  
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## **1.0 Informing Contractors**

### **1.1 Contractor Safety and Notification Statement**

#### **Safety and Health Policy**

Northeast Community College will provide a safe and healthful environment for employees, students and visitors. The Safety Committee is responsible for establishing and maintaining a safety program that conforms to all local, state and federal regulations. All employees are required to comply with recommendations set forth by the Safety Committee.

### **1.2 OSHA Regulations and Building Owner**

The Director of Physical Plant has been given the responsibility by Northeast Community College for monitoring the safety of construction site activities and enforcing all OSHA regulations. The extent of monitoring will vary depending upon the type of activity the General Contract/Subcontractor is engaged in. The Director of Physical Plant's role after visiting a construction site is to advise the Architect/Engineer whenever the General Contractor/Subcontractor is in violation of a safe practice or that an unsafe condition exists. After notification by the Director of Physical Plant, the Architect/Engineer is responsible for notifying the General Contractor/Subcontractor to take corrective action. The responsibility for correction of the problems rests with the General Contractor/Subcontractor. The Director of Physical Plant will follow up to ensure that corrective action is being taken or had been taken by the General Contractor/Subcontractor. A record will be maintained by the Director of Physical Plant giving the date, discrepancies noted, notifications given, and actions taken by the General Contractor/Subcontractor.

### **1.3 Construction Safety**

Construction safety will be closely monitored by the various on-site construction supervisors, job site coordinators, superintendents, architects, engineers, government and private inspectors, general contractors' and subcontractor's safety officials and Northeast Community College's Director of Physical Plant, all of whom must work closely together. All workers, contractors and persons will follow all known safety regulations. All persons will use any and all safety equipment and practices to complete the assigned task or job with the utmost of safety. All barriers, barricades or dividers will be in place to assure grounds and area safety. Each contractor and subcontractor must supply the name of its designated safety official for that job site to Northeast Community College's Director of Physical Plant before being allowed to commence work on the site. In addition, the following definitions and procedures formalize the safety responsibilities and duties of all those persons involved with construction site management.

## **1.4 Construction Leadership**

The following definitions describe personnel referred to in these procedures.

*Safety Director.* The person assigned to monitor construction safety.

*Architect/Engineer (A/E).* The person assigned by Northeast Community College to ensure that a construction project is built according to contract documents and design intent. May also be called project architect, project engineer, or project manager.

*General Contractor.* Firm responsible for actual construction and compliance with all safety regulations.

*Subcontractor.* Firm hired under the general contractor that must also follow compliance with all safety regulations.

## **1.5 Fire and Fire Alarms**

Northeast Community College is protected by a Simplex Alarm System that includes smoke and heat detectors in all areas of the building. This system is designed to give the best notification of potential fires at the earliest moment. Any operation that would render this system inoperative or reduce protection is strictly forbidden without prior notification and approval of the college administration.

To report a fire, using a campus phone, call the switchboard by dialing 0; or dial 9, 911 to notify the fire department. Name, location, telephone number and description of the fire must be communicated.

Fire extinguishers of the proper type for expected fire hazards must be on hand in the work area at all times. Personnel trained in the use of these extinguishers must be available at all times.

## **1.6 Hazard Communication**

Any recognized hazardous process, operation or product used by contractors must be cleared and brought to the attention of college administration before work begins. Any chemical or product must be accompanied by a MSDS (Material Safety Data Sheet) before being allowed on the college grounds. These sheets are to be given to the Director of Physical Plant. In turn, any hazardous chemical, process or area will be brought to the attention of the contractor before work begins. MSDS sheets are available from the Director of Physical Plant upon request.

Accidental exposures to any hazardous material must be reported to the Director of Physical Plant as soon as possible.

## **1.7 Service Interruptions (Gas/Electrical/Sewer/Phone)**

Any interruptions of normal college routine should be avoided. In the event this is not possible, the college must be notified before work begins to allow for proper life safety measures and alternative operations.

## **1.8 Serious Accidents on Site**

In the event of a serious accident on a construction site, the General Contractor's Safety Official will determine if all work is to be immediately stopped. If work is stopped, all workmen in the immediate area are to be assembled by the General Contractor until the Contractor's Safety Official has conducted an initial investigation, collected applicable information from witnesses, and determined whether work may resume. The person stopping work must initiate notification to Northeast Community College's Director of Physical Plant and Architect/Engineer.

This plan is designed to cover any recognized hazard on the part of the college and contract work. It covers several areas but unforeseen problems or hazards could arise. Before starting any work, please contact the people listed in *Appendix A* for information and notification.

A current name and phone number must be available for all contract companies and contact persons. See *Appendix B*.

## ***Appendix A***

Steve Schram - Vice President of Administrative Services, 844-7014

Jim Robertson - Director of Physical Plant, 844-7102

Deb Ferris - Safety Committee Secretary, 844-7101

PROJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

**I have read and understand the above pages. I understand that any actions against the college that arise as a result of the contract work may be assigned to the responsible party.**

**GENERAL CONTRACTOR**

Firm Name: \_\_\_\_\_

Job Superintendent: \_\_\_\_\_

Designated Safety Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBCONTRACTORS**

Firm Name: \_\_\_\_\_

Superintendent/Safety Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Superintendent/Safety Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Superintendent/Safety Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_