

Contractors shall comply with applicable state, local and federal OSHA regulations. Contractors must ensure (and be able to produce documentation) that all contract personnel have received applicable safety training.

Access: Contractors are only permitted access to their designated work area. Weekend or evening work must be cleared through Purchase College project managers. The work area must be secured at the end of each day and the designated project manager be notified.

Aerial Lifts: Contractors shall provide safety barricades to ensure the area around the lift is clear of personnel and equipment. In aerial lifts, a full body harness shall be worn with a lanyard attached to an approved anchorage on the boom or basket. For elevated work platforms, fall protection is required when the lift manufacturer has provided a designated anchorage point.

Asbestos / Lead / PCB: Due to the age of buildings on the campus, asbestos, lead and PCBs may be present. Pre-task planning is essential to determine if work planned will disturb asbestos or lead. Any activity involving asbestos or lead shall only be performed by licensed, qualified contractors. If asbestos is damaged in any way, stop work and notify Facilities immediately.

Chemical Safety: Before work begins, the contractor shall inform the project manager of any chemicals that will be used and will maintain Safety Data Sheets (SDS) on site for those chemicals. The EHS department may request a review of chemical use. SDS' for campus chemicals are available by contacting the EHS department.

Campus Parking: Campus parking regulations will be strictly enforced. Contractors have the option of purchasing a parking permit from the parking office or requesting a daily parking pass for their vehicles. Unless loading and unloading, violators may be subject to fines and/or towing. Parking is not allowed in fire zones, in handicapped areas, on hash marks, or in any unauthorized area. Vehicles must not be driven on patio pavers in the plaza area, on the grass, or on grounds areas.

Dust / Noise / Odors: Contractors shall perform all work in a manner that will minimize the production and migration of dust, noise, and odors into adjacent areas. These areas include but are not limited to: occupied areas; mechanical / electrical rooms; battery rooms; HVAC air intakes and food service areas.

Emergency Equipment: Contractors shall supply all emergency/safety equipment required for their project. Any proposed movement of, relocation of, or work on the Purchase College fire alarm system, sprinkler systems, eye wash/shower stations, fire extinguishers, or first aid equipment, etc. shall be approved by Purchase College project managers.

Environmental Concerns: Purchase College is committed to environmental affairs leadership in all activities. Contractors shall be environmentally responsible; conserve natural resources; use processes that protect the environment; use energy responsibly; and meet or exceed all applicable government requirements. Contractors shall keep cradle to grave records regarding purchase, use and disposal of chemicals. Any spills on campus that do occur, must be reported to Facilities immediately.

Equipment: Contractors are required to provide the necessary equipment to complete all work. Purchase College will not provide or loan equipment such as power tools, ladders, and materials.

Evacuation: Contractors shall immediately shut down tools and/or operations and leave through the nearest exit anytime a fire alarm sounds. Move to a safe area at least 75 feet from the building and out of the traffic lanes. Remain in a safe area until instructed to return by the fire department or University Police. The contractor shall account for their employees.

Fall Prevention / Fall Protection
Contractor employees shall be protected from falling by the use of guardrail systems, safety net systems, personal fall arrest systems or other approved method. Contractors shall maintain a fall protection plan for work on roofs, unprotected sides or edges, or scaffolding. Protection from falling objects shall be provided by using toe boards, nets or barricading the area below.

Fire: In case of a fire, accident, chemical spill, or any other emergency, contractors shall dial campus police at (914) 251-6911 and provide the type of emergency, location of the emergency, caller's name, and extension/location they are calling from.

Smoking Policy: Purchase College is a tobacco free campus. Smoking on campus is prohibited. This policy will be strictly enforced.

Vehicle Operation: Construction vehicles shall be operated safely at all times. Spotters are required whenever rearward visibility is obstructed or when pedestrians are present.

Fire Protection Systems: Any work requiring the shutdown or impairment of fire protection

systems must be approved before work begins. (Preferably 1 week in advance). Activities which may produce airborne dust shall not be initiated until affected smoke detectors are protected. Areas with covered smoke detectors must be continuously occupied by contractor personnel.

Hot Work: EHS and Facilities Management must be notified well in advance, of any job involving hot work (welding cutting, brazing, or soldering). Hot work activities shall not start until the EHS department or project manager issues a permit.

Ladder Use: All ladders must be in good condition at all times and must bear a legible manufacturer's duty rating label. The user shall inspect the ladder before each use. Metal ladders shall never be used near electrical hazards. Stepladders must be fully opened (with spreaders fully locked) and set level. The top of straight and extension ladders must extend at least 3 feet beyond the supporting object when the ladder is used for access to an elevated work area.

Personal Conduct: Purchase College has a "no tolerance" policy. Detailed campus policies and procedures in effect can be found by visiting:
<https://www.purchase.edu/offices/hr/policies-and-procedures/>
Violators will be asked to leave the site.

Personal Protective Equipment (PPE): Contractor management is responsible for assessing hazards and providing and ensuring that PPE is available, properly used, and properly maintained.

Protection of College Property: Contractors are required to protect from damage all areas immediately surrounding their work area. When working during hours

of operation, contractors must use their own cones, safety tape, etc. to direct flow of traffic around the work area. Exit paths are to be kept clear and free of obstructions. Floors are to be kept free of slip or trip hazards. Staging areas shall remain closed to prevent accidents.

Scaffolding: Scaffolds must be designed by a qualified person and be constructed and loaded in accordance with that design. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift. Applicable sections of OSHA 1926.451 shall be followed.

Stop Work Authority: Purchase College will periodically check contractor activity for compliance with all applicable safety standards. Safety, health, chemical, environmental, and security violations may result in the work being stopped until the violations are corrected. All costs associated with stopping the work will be charged to the responsible contractor.

Work in Permit-Required Confined Spaces: Work in any space that meets the criteria of a Permit-Required Confined Space shall undergo thorough pre-task planning to ensure full compliance with OSHA 1910.146. Contractors shall provide a copy of their written entry program, entry permits and verification of training. Contractors must supply their own equipment necessary to ensure a safe entry for the duration of the work, including, but not limited to: monitoring equipment; ventilation; personal protective equipment and fall protection.

Infectious Disease: The College monitors State and local infectious disease updates and issues policy changes as needed which must be followed by all contractors.



Purchase College Environmental, Health & Safety Contractor Guidelines

This guide provides an overview of requirements for working safely that must not be overlooked. It is not intended to include all, or supersede any regulatory standards, nor is it intended as a source of required health and safety training.

All contractors are required to sign in and out at the Purchase College, Facilities Management building each day.

