Health & Safety Guidelines

Environmental & Occupational Health & Safety
100 Lincoln Street Akron, Ohio
44325-0607
Phone: (330) 972-6866

http://www.uakron.edu/safety/eohs/

University Contacts

University Police:	**911**
Physical Facilities:	**330-972-7415**
EOHS:	**330-972-6866**
Capital Planning:	**330-972-8316**
Purchasing:	**330-972-7340**
Risk Management:	**330-972-7120**
Radiation Safety Office:	**330-972-7766**
Locking Systems:	**330-972-6162**
Parking Services:	**330-972-7213**
University Closure:	**www.uakron.edu**

Safety Plan

All university projects, construction, renovations, and services rendered on all UA properties shall comply with all local, state, and federal OSHA and EPA regulation s as well as all Ohio Department of Health requirements.

All individuals providing services to UA shall review the information in this pamphlet.

A University of Akron Contractor Work Permit shall be submitted prior to starting any contract work. The work permit can be obtained from the University of Akron Purchasing web site, the project manager or the following link.

https://uakron.edu/capplan/contractor-pay-applications/WorkPermit2026.pdf

The contractor shall have copies of their company's safety plan and policy available for review upon request.

Barricades & Public Safety

Barricades and warning signs shall be in place at all construction areas before the beginning of a project. This includes providing protection for areas such as excavations, holes, floor, openings, at height work, and overhead work. The area must be sufficient size to compensate for the use of large equipment without infringing on the public's safety.

Caution/Danger tape shall not constitute a barricade. Only physical barriers, such as guardrails, fencing, or saw horses, are acceptable.

Accident Reporting

All accidents, injuries, near misses, or work related illnesses shall be reported to your supervisor, the project manager, and EOHS. In the event of injuries requiring medical assistance, contact University of Akron Police dispatch at 330-972-2911.

OSHA

In the event of an accident or incident that involves OSHA notification, EOHS shall be contacted immediately.

If an OSHA inspector appears upon a jobsite, EOHS shall be contacted immediately.

Worker's Compensation & Insurance

Prior to start of work, copies of all Workers' Compensation and Insurance must be submitted as detailed in the Purchase Order or Contract.

Construction Area Safety

All requirements found in Ohio Building Code Chapter 33 **Safeguards during Construction**, shall be followed during all construction activities at all UA campus locations.

Performance Standards

All work SHALL be in accordance with all applicable codes and standards. Including but not limited to OSHA, Ohio Building and Fire Codes, NFPA and National Electric Code.

Dig Permit/Excavation Safety

The contractor shall submit, to the UA Project Manager, an:

excavation request **at least 72 hours prior** to the start of any digging, excavation, trenching, drilling, driving posts, or any other type of earth disruption. The University of Akron is a member of the Ohio Utility Protection Service.

Excavation and trenching shall comply with all applicable regulations. The contractor is responsible for providing a Competent Person at every excavation site.

The competent individual shall inspect the site daily before each shift, as needed throughout shift, following a rainstorm or other hazard creating event (i.e. vehicles or other equipment nearing edges of excavation).

Contractor Vehicles

Parking heavy vehicles or equipment directly over the campus tunnel system is prohibited. Information on parking can be obtained from Parking Services.

Parking is not allowed in roadways or pathways designated as "Access Routes" and "Fire Lanes". Short term parking for loading and unloading of equipment and materials only is permitted. Vehicles left in designated fire lanes will be fined and/or towed.

Portable Ladders

When utilizing portable ladders, they shall meet OSHA standards. The ladders shall be stored in approved locations when not in use.

Hot Work

Hot Work Permits shall be obtained before the start of any hot work such as sawing, cutting, welding, brazing, and/or the use of internal combustion engines, etc. These permits may be obtained from EOHS at 6866.

The contractor shall provide a fire watch during and for at least 30 minutes after hot work activity.

Fire Detection and Suppression Systems

Fire Detection and Suppression Systems are to remain operational at sites where the building remains occupied. In the event the system must be deactivated, the contractor shall notify the project manager who will coordinate with EOHS and PFOC. A minimum of 7 day advanced notice is required. EOHS must be notified of any impairment.

University Utility Access and Shutdowns

Any work that involves a shutdown or impairment of university utilities shall be coordinated with the Department of Physical Facilities. A minimum of 7 day advanced notice is required.

All access or work involving the university tunnel system shall be coordinated with the Department of Physical Facilities.

Emergency Evacuations

All personnel shall stop work and evacuate the building or seek shelter as instructed via the alarm notification system. In the event of a tornado, all personnel are to proceed to the nearest shelter area.

Information on University Closure may be obtained at **www.uakron.edu**.

Additional information on emergency plans may be obtained by contacting the Emergency Management coordinator at 330-972-2633.

Personal Protective Equipment (PPE)

Contractors and their sub-contractors shall be responsible for any required personal protective equipment. Employees shall be required to wear their designated PPE.

Hardhats shall be worn during all phases of new construction and renovation by all personnel in areas where potential overhead hazards exist or work is performed.

Tools

All hand tools and related equipment shall be maintained in a safe condition. Material and tool security is the responsibility of each contractor. Gang boxes shall be kept secured when not in use. All equipment should be labeled as to its owner.

Any unsafe equipment shall be red tagged and removed from service immediately.

Hazard-Communications Standard

Contractors must submit a chemical inventory to EOHS, with quantities to be used. All chemicals and hazardous substances shall be labeled as to their contents. SDS' shall be available for all hazardous substances on the premises.

EOHS shall review and approve all SDS's prior to work. Substances such as asbestos, lead, mercury, formaldehyde, etc. are strictly prohibited.

Equipment Operation

Only qualified trained employees shall operate equipment such as forklifts, cranes, bobcats, etc.

Contractor or equipment operator must provide proof of training to the project manager before the start of project or when requested.

Fall Protection

Fall protection shall be required whenever employees are working at elevated heights 6 feet or more and/or where guardrails are not in use. This includes being tied off when working from extendable/articulating boom lifts, scissor lifts, or other elevating devices.

Toe boards will be installed on all elevated work platforms.

Radiation Safety

Contractors must contact the University of Akron Radiation Safety Officer prior to conducting any work in areas containing radioactive material. The Radiation Safety Officer can be reached at 330-972-7766.

Confined Spaces

Non-permit required confined spaces require notification to your supervisor or UA liaison prior to entry. If atmosphere changing activities are performed such as painting, welding, brazing, etc. a permit will be required.

Prior to entering any permit required confined space, contact both PFOC for additional details on Confined Space Entry.

At Wayne and Medina Campuses, also contact the Building & Grounds. 330-972-8934(W) 330-972-2217(M)

Material and Supply Storage

All construction material and supplies shall be stored in an organized and safe manner. Storage is prohibited in all mechanical and electrical rooms. In addition, storage is not permitted in stairwells or means of egress hallways.

Lockout/Tag Out & Electrical Safety

All equipment shall be de-energized and locked out using approved devices. Interruptions of building services must be coordinated through the University Point of Contact and PFOC. The University Project manager will always be notified in advance of any lockout of electrical circuits or other sources of energy that may impact any campus operation.

Electrical rooms/vaults and breaker panels shall be secured at all times. Electrical rooms and vaults shall not be used for storage purposes.

Ground Fault Circuit Interrupters (GFCI) shall be utilized where required by the NEC. Work place practices shall comply with NFPA 70E.

Asbestos/Lead

All new building products, furnishings, and construction materials shall be free from asbestos.

For projects that involve cutting or penetrating walls and/or structural elements, contact EOHS for information about Asbestos and/or Lead.

Prior to any renovation, construction, or related work, work activities shall be approved in areas that may contain asbestos. The contractor and project manager must verify all materials do not contain asbestos **PRIOR** to starting work. Only licensed personnel shall perform sampling and subsequent removal of asbestos containing material.

Campus Laboratories

The laboratories on our campus are valuable resources with our researchers performing leading and innovative research. Labs use hazardous materials, expensive equipment, instrumentation, and require controlled environments. Labs contain potential hazards, radiological, biological, chemical, physical, electrical, and other hazards that may not be readily apparent.

To work safely and comply with the Hazard Communication requirements, all contractors must work with their university project manager to obtain prior approval. Hazards, areas of concern, specific training and/or procedures, and the personal protective equipment (PPE) requirements must be communicated. Visitors must be constantly aware of these unique hazards when entering, working, leaving these spaces, and following any specific instructions and all safety requirements provided by the lab's responsible person(s).

When a contractor requires an emergency entrance into one of the laboratories, the project manager shall use the emergency notification procedures posted on the sign at the labs entrance. The Contractor must report all incidents or accidents immediately to your supervisor.

Spills and Leaks

All spills or leaks involving hazardous substances shall immediately be reported to EOHS, University Police and Physical Facilities.

Environmental Protection

All hazards material storage must be in secondary containment devices.

All unused hazardous materials must be taken offsite by the contractor at the conclusion of the project.

All regulated waste generated as a result of the project (i.e. fluorescent lights, PCB, asbestos, lead and/or mercury containing waste, etc.) must be managed in accordance with applicable local, state and federal requirements and as approved by EOHS.

Discharges to the sanitary or storm sewer must have prior approval from EOHS. For projects disturbing one or more acre of land, contractors must have an EOHS approved Storm Water Pollution Prevention Plan and coverage under the Ohio NPDES General Permit for storm water discharges associated with construction activity.

Any project that requires shutting off the drinking water system in any manner must be communicated to EOHS before work is initiated and proper disinfection and sampling administered if required.

Any questions regarding environmental compliance should be directed to the University Environmental Compliance Officer at 330-972-7766.

Miscellaneous

State law prohibits smoking in any university building. Also, any smoking must take place outside at least 25 feet from any entry way into any building.

Horseplay or other unsafe acts are prohibited. Employees shall conduct themselves in a professional manner while working at the university.

Any actions considered derogatory, such as gestures, remarks, catcalls, etc. will not be tolerated.

Work areas shall be kept clean and free from construction debris and trash that may cause a slip or trip hazard. Proper containers shall be on site for such disposal.

The contractor shall ensure that the job site is secure from unauthorized individuals.

Use, or possession, of any alcohol or drugs while working at the university is prohibited.

Firearms or any other weapons are strictly prohibited in campus buildings.

Seat belts must be worn while driving on campus.

Important Contact Information:
Project Address:
UA Project Manager:
Office Phone:
Cell Phone:
Project Supervisor:
Office Phone:
Cell Phone:
UA Building Coordinator:
Office Phone:
Cell Phone: