



California State University
Dominguez Hills

CONTRACTOR SAFETY PLAN

MAY 2010

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CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
(CSUDH, the University)

This Contractor Safety Plan is written in compliance with California Code of Regulations Title 8, Construction Safety Orders. The plan is developed to assist with developing safety awareness and hazard responsibilities for contractors that have been selected to perform work tasks on or near the campus of California State University, Dominguez Hills in Carson, CA.

The University acknowledges that hazards may exist in construction and other type of contract work that may be conducted at CSUDH and any other facilities operated by CSUDH. Compliance by contractors and/or their representatives to Federal, State, University and local rules and regulations pertaining to Environment, Health and Safety, while performing work at the University is not an option. It is a requirement.

The regulatory codes or programs mentioned in this document are intended only as a guide or reference for contractors and are not intended to be inclusive of all the rules and regulations that might affect the subject matter and/or the contractor.

It will be the specific responsibility of the contractor to verify the regulatory accuracy of this document and to communicate to its employees the Environment, Health and Safety information provided to them by this University.

Contractor Safety Program

Safety on the University Campus is a Core Value to CSUDH. It is a value that they strive to share with any and all contractors that may perform work for the University. Construction, installation, remodeling, demolition, and repair sites located on the Campus can pose hazards to both University users as well as the workers. Therefore, CSU Dominguez Hills has implemented the following contractor safety program for our worksites so that potential job injuries can be proactively addressed and risk and hazards be eliminated and/or controlled.

1.0 Revision History

| Date | Rev. No. | Change | Ref. Section |
|------------|----------|-------------------|--------------|
| March 2009 | N/A | New Document | N/A |
| May 2010 | | Date Changes Only | |

2.0 Policy

2.1 California State University, Dominguez Hills (CSUDH)

It is the policy of California State University, Dominguez Hills (CSUDH), to provide contractors with information regarding known asbestos and lead hazards on the University property and within its buildings and facilities. Contractors are to request this information from the Department of Risk Management / Environmental Health and Occupational Safety before they begin their initial work on Campus. It shall be the contractor's responsibility to disseminate this type of health and safety information to their staff and to their subcontractors.

2.2 CSUDH Contract Administrator

All work provided to the University shall be done under contract. All Contracts will be issued by the Director of Procurement and Contracts in writing, when determined appropriate by specification, terms or conditions, The Office of Procurement and Contracts shall require that contractors certify their compliance in writing, with applicable California Occupational Safety and Health Administration (Cal-OSHA) regulations of the State of California prior to commencing construction activities.

2.3 Protection of Contractor Employees

It is the responsibility of the contractor to protect his/her employees, subcontractors, and suppliers, and to provide a safe place of employment.

2.4 Implementation of this Plan

The implementation of this Plan does not imply that CSUDH is establishing or enforcing safety practices for the benefit of a contractor, subcontractor, supplier or their employees.

2.5 CSUDH Personnel Authorized to Act

CSUDH personnel, upon discovering health and safety concerns that are not compliant with generally accepted safe work practices or Cal-OSHA standards, are authorized to take the appropriate action to ensure that the contractor is informed of such concerns, and to ensure that CSUDH personnel and property are not exposed to a known and recognized hazardous condition.

3.0 Purpose

A written contractor safety policy establishes guidelines to be followed for contractors working on our Campus. The rules established:

- Provide a safe working environment.
- Govern University relationships with outside contractors.
- Ensure that contractor employees and University employees are trained to protect themselves from all potential and existing hazards.

The effectiveness of the contractor safety program depends upon the active support and involvement of all employees. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our University participants. It is also intended to serve as an additional tool in safeguarding the health and safety of all employees.

The contractor safety policy establishes uniform requirements designed to ensure that contractor safety orientation, coordination, and safety administration practices are communicated to and understood by employees.

This document is provided to ensure all corporate safety plans, policies and procedures are communicated to all participating contractors. It also provides an avenue for contractors to communicate their safety plans, policies and procedures to the University. This program aims to prevent personal injuries and illnesses.

4.0 Administrative Duties

4.1 Department Directors of CSUDH

Manny Alviso, Director of Risk Management / Environmental Health & Occupational Safety along with Randy Sharp, Director of Physical Plant, are responsible for developing and maintaining the program. A copy of the plan may be reviewed by employees. It is located in the Physical Plant Office, in the southeastern portion of the CSUDH Campus. In addition, Orson Faynor, EHOS Specialist for the Campus, is responsible for maintaining any safety records related to the contractor safety program.

5.0 Explanation of Responsibilities

5.1 University Responsibilities

This University has specific safety responsibilities when hiring contractors to come onto Campus worksites, onto the grounds, or into our buildings or facilities to perform work. University responsibilities when hiring contractors include the following listed steps. CSUDH will:

- Take steps to protect contract workers who perform work on or near a potentially hazardous process.
- Obtain and evaluate information regarding the contract employer's safety performance and programs.
- Explain the applicable provisions of the CSUDH Emergency Action Plan to the contractor, and require that the contractor disperse that information to all workers who will work at the site.
- Inform the contractor of known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
- Develop and implement safe work practice procedures to control contract employee entry into work areas that could contain asbestos containing materials, radiation and/or other known hazardous materials and substances.
- Maintain a contract employee injury and illness log similar to the OSHA 300 Log.
- Periodically evaluate the contract employer's fulfillment of their responsibilities under this policy utilizing audits and reviews.

5.2 Contractor Responsibilities

Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Contractor responsibilities when accepting contracts with this University include the following listed steps. The contract employer will as a minimum:

- Abide by all applicable Rules and Regulations--State, Federal, and University, pertaining to safe working practices and procedures to protect contractor/subcontractor employees as well as University staff, faculty, students, and University visitors.
- Ensure that all its employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by this University.
- Ensure that all occupational injuries and occupational illnesses (requiring medical attention beyond first aid) sustained by contractor/subcontractor personnel on University property are reported to the University Risk Management / Environmental Health & Occupational Safety office in detail within 4 hours of the incident on the following schedule;
 - Incidents on Monday - Friday, 8 am - 5 pm, call; (310) 243-2895
 - For all other days and times, call; (310) 714-9826

- It is the direct responsibility of the contractor to report all Cal-OSHA serious occupational injuries and/or occupational illnesses involving contractor personnel as per California Code of Regulations, Title 8, and Section 342. This University belongs to the following Cal-OSHA District:

Cal-OSHA District Office -- Torrance
680 Know Street, Ste. 100
Torrance, CA 90502
(310) 516-3734; fax (310) 516-3734

- Ensure that all the contract employees are trained in the work practices necessary to safely perform their job.
- Instruct all contract employees in the potential fire, explosion, or toxic release hazards related to their job and the process.
- Assure that the contract employees know the applicable provisions of the CSUDH Emergency Action Plan.
- Document all contract employees training that takes place during the scope of the project at the University.
- Inform contract employees of and then enforce safety rules of the University, particularly those implemented to control the hazards of the contracted process during operations.
- Require that all subcontractors must abide by the same rules to which the contractor is bound by this section.
- Abide by the facility smoking rules. Smoking is prohibited in all University facilities and restricted from within 25 feet of all doorways, and open windows. Contractor will get verification of acceptable Smoking Areas before allowing contractor employees to smoke while on the Campus grounds.
- Inform all contractor and subcontractor employees that University equipment cannot be used for any work tasks to be performed at the University.
- Provide all information to their employees and sub contractors relating to asbestos containing materials, lead, radiation and/or other known hazardous materials and substances that may be present at the University.

6.0 Guidelines for Review

6.1 Contractor Safety

CSUDH concerns itself with the safety of all participants on its Campus. The following are items of consideration that will also be evaluated by the University to verify that selected contractors, who have been chosen to perform work at this University, have acceptable safety performance records:

- Contractor's employee injury records such as Experience Modification Rate (EMR or EXMOD) for workers' compensation for the previous three years and the contractor's past safety record in performing jobs of a similar nature.
- OSHA 300 Logs, which includes the occupational number of lost-time accident cases, number of recordable cases, number of restricted workday cases, number of fatalities for the current and previous three years.
- Incident rates for lost-time accidents and recordables for the past three years.
- Workers' compensation insurance coverage is on file with the Contract and Procurement department of the University.
- Written safety program (Injury and Illness Prevention Program) and training system with documented instructional records for employees assigned to work at the University project.
- Copies of any Notices of Violation as issued by Cal-OSHA to the contractor and/or subcontractors.
- Copies of any permits, licenses, certifications, or skilled trades-people necessary to be capable of performing the work in question—forklift operators, respirator users etc.

6.2 Information Exchange – University

Before the contract work begins, this University must:

- Designate a representative to coordinate and communicate all safety and health issues and communicate with the contractor. The designated representative will have a copy of the work document, be thoroughly familiar with its contents, and with the safety and health aspects of the work, or know who to call to obtain this information. The designated representative is responsible for ensuring that all University responsibilities listed below are carried out.
- Provide a copy of the facility's written Injury and Illness Prevention Program, safety policies and procedures to the contractor.
- Inform the contractor of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working.
- The contractor should be given the telephone numbers of the nearest hospital, ambulance service, and fire department.
- Conduct an inspection of the proposed worksite area before the prestart-up meeting so any known information about on-site hazards, particularly hazards that are not easily noticed, are documented and thoroughly communicated to the contractor.
- Work directly with the contractor's designated representative, with whom all contacts should be made.
- Conduct a pre-start up meeting (walk through) with the contractor's designated representative and a supervisor from each of the areas of the University involved in the contractor's work.
- Review all contract requirements related to safety and health with the contractor's designated representative, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures. Advise the contractor that the facility safety and health policies must be followed. A copy of the facility's safety plans must be furnished to the contractor.

- Inform contractor's designated representative of the required response to employee alarms and furnish the contractor with a demonstration or description of the alarms.
- Communicate thoroughly with the contractor's designated representative any safety and health hazards (particularly any chemical and hazard communication issues) known to be associated with the work, including those in areas adjacent to the worksite.
- Inform them it is the contractor's responsibility to convey this information to their employees and any subcontractors.
- Review preparation of worksite before contractor begins initial work.
- Identify connect-points for all services, such as steam, gas, water, electricity, etc. Define any limitations on use of such services.
- Ensure that all affected employees at this University receive training on all hazards to which they will be introduced by the contractor's presence and/or work tasks.
- Ensure that the contractor knows that at no time shall contractor employees or their designees be allowed to use any of the University equipment in the fulfillment of any of their work tasks.

The University – During the Contract Work

- Limit, as necessary, the entry of University employees into contractor work areas.
- Monitor the contractor's compliance with the contract throughout the duration of the work. When checking contractor work during the project, note any negligent or unlawful act or condition in violation of safety standards or requirements. Any items noted should be brought immediately to the attention of the contractor's designated representative in writing, with a copy of the notice being sent to the contractor's home office concurrently. However, if an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps should be taken with the contractor's designated representative, or in their absence, the contractor's employees to stop the unsafe act or condition.
- Bring to a stop any work that is in violation of a regulation.
- Document all discussions, including place, time, and names of contractor employees in attendance.
- Approve the contractor beginning work each day, unless it is routine service or maintenance work or periodic outdoor service or maintenance work.
- For work for which this University has developed specific and generally applicable procedures, make sure contractors and their subcontractors follow the same procedures.
- Not allow loaning of tools and equipment to outside contractors and their subcontractors. The contractor is required to provide the necessary tools and equipment.
- Contact the nearest medical facilities, when available, in emergency situations where severity of the injury dictates immediate attention.
- Obtain a copy of each OSHA recordable injury report from the contractor and subcontractor. Investigate and report to the facility manager all personal injuries to contractor and subcontractor employees.
- Investigate and report any property losses.
- Maintain a contractor accident report file.

After conclusion of the contract work, The Director of RM / EHOS and/or the Director of Physical Plant will complete a post-project assessment of the contractor's safety performance for the University. This evaluation will be used for future reference, with a recommendation on whether or not the contractor can be considered for future University projects.

6.3 Information Exchange -- Contractor

Before the contract work begins, the contractor must:

- Designate a representative to coordinate all safety and health issues and communicate with the University's designated representative.
- Communicate to the University any hazards, resulting from the contractor's work tasks and the performance thereof that may adversely affect University air quality, groundwater, and/or any University participant or staff.
- Take the responsibility to communicate to its employees any and all safety and hazard information made known to the contractor by the University.
- Provide documentation of any necessary safety training, as described in the Training Requirements section of this policy, to this company's designated representative.
- Provide information to the designated representative on the safety and health hazards that may arise during the course of the contractor's work at this University and the means necessary to avoid danger from those hazards, including Hazard Communication and all other potential hazards.
- Obtain from this University any safety rules and regulations in effect at the site or potential hazards present that may affect the contractor's work.
- Be certain to be informed of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be certain to have the telephone numbers of the nearest hospital, ambulance service, and fire department.
- Advise and train its employees on hazards associated with the work to be performed, including any Hazard Communication or other hazard information provided the contractor by this University's designated representative.
- Keep the designated representative of this University fully informed of any work which may affect the safety of their employees or property. This includes complying with the state and federal right-to-know legislation, Proposition 65, and providing the designated representative appropriate material safety data sheets (MSDSs) or other required information about chemicals the contractor will or may bring onto the campus.
- Know who to call and what to do in emergencies, including where first-aid and medical services are located and train employees on this.

During the contract work, the contractor will:

- Have a designated site safety coordinator present and attentive to the work being carried out at all times that the contractors and/or subcontractors are working at the facility site.
- Ensure that all subcontractors are abiding by the terms of this plan.

- Take the responsibility to communicate to its employees any and all safety and hazard information made known to the contractor by the University.
- Communicate to the University any hazards, resulting from the contractor's work tasks and the performance thereof that may adversely affect University air quality, groundwater, and/or any University participant or staff.
- If applicable, perform its work while the University is operating, if necessary, and establish necessary safe practices to permit work under operating conditions without endangering this University's associates and property. This includes but is not limited to barricading, sign-posting, and fire watches.
- Make sure that any equipment, chemicals, or procedures used by the contractor to perform contracted work meet all OSHA requirements.
- Be held responsible and accountable for any losses or damages suffered by this company and/or its employees as a result of contractor negligence.
- Provide its employees with medical care and first-aid treatment. University first-aid facilities may be used only in case of emergencies.
- Uses only the campus entrance designated, and follow the University access control practice. The contractor also will ensure that each contractor employee is issued and wears some form of easily seen identification.
- Provide supervisors and employees who are competent and adequately trained, including training in all health and safety aspects of the work involved in the contract.
- Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and employees are instructed in its proper use.
- Maintain good housekeeping in the workplace.
- Be responsible for fire extinguishing equipment at the work site.
- Follow specific instructions supplied by this University should emergency alarms be activated.
- Notify the designated representative immediately of any OSHA recordable injury or illness to contractor employees or subcontractor employees occurring while on site at this University. See also item 5.2.3 and 5.2.4 for additional compliance requirements.
- Provide a copy of each accident report to the designated representative.
- Receive and use a copy of the University's written safety policies and procedures and make copies available to applicable staff.
- Not allow any type of fighting, horseplay or any other type of negative activity that might result in injuries at the job site.
- After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner.

7.0 Training and Instruction

7.1 University Requirements

- CSU Dominguez Hills will make every attempt to ensure that affected University employees receive instruction on all hazards to which they may be introduced by a specific contractor's performing work tasks at the University. These hazards must be communicated to the University

by the contractor before beginning the work tasks and/or as soon as the contractor becomes aware of the hazard(s).

7.2 Contractor Requirements

- Contractor is responsible for any and all health, safety and environmental instruction to its employees and/or representatives pertaining to and associated with the performance of job tasks at the University.
- It is the contractor's sole responsibility to convey to its employees any health, safety or environmental information provided by the University to the contractor.
- Train all workers on all safety and health hazards and provisions applicable to the type of work being done, and provide documentation of such training to this University's designated representative.
- Provide documentation to the University's safety representative of all instruction and training given to contractor employees while at the University.
- Train employees on where to obtain first-aid and medical services.

8.0 Recordkeeping

8.1 University Requirements

The designated representative will:

- Have a copy of the contract on file and be thoroughly familiar with its contents, and with the safety and health aspects of the work.
- Keep records of all training done with University workers regarding hazards to be caused by the contracting company.
- Keep copies on file of all forms or statements related to the contract that are required by the University to be filled out before or during contract work.
- Keep an OSHA recordable injury and illness log for the project, as well as copies of incident reports on all incidents that occur in the course of the project.
- Keep daily logs regarding pre-work start-up inspection findings.
- Keep records of all documentation of any type given by the contractor, including records of training done, MSDSs, accident reports, etc.
- Keep records of all documentation of any type given to the contractor, including list of hazards to train their employees on, MSDSs, etc.
- Document all discussions, letters, memos, or other communications made to the contractor regarding safety issues, including place, time, and names of people involved.

8.2 Contractor Requirements

The contractor will:

- Keep records of all training done with contract workers and all documentation provided to the University regarding such training.
- Keep copies on file of all forms or statements related to the contract that are required by the University to be filled out before or during contract work.
- Have on file the telephone numbers of the nearest hospital, ambulance service, and fire department.
- Have copies on-site of all material safety data sheets (MSDSs) or other required information about chemicals relevant to the work on-site.
- Keep an OSHA 300 recordable injury and illness log for the project, as well as copies of incident reports on all incidents that occur in the course of the project.

9.0

Appendix

C. Name and address of your Workers' Compensation Insurance Agent:

_____ Phone: _____

4. CITATIONS

Has your company been cited by OSHA/EPA in the past 3 years? YES _____ NO _____

If yes, list the violation(s) : _____

5. SAFETY PROGRAM EVALUATION (Only check those relevant to the project)

| Do You Have . . . | Yes | No | N/A | Copy Provided |
|---|-------|-------|-----------|---------------|
| A. A written Safety Policy, (IIPP)? | _____ | _____ | _____ | _____ |
| B. A written Safety Program? | _____ | _____ | _____ | _____ |
| C. A written Incident Investigation Plan? | _____ | _____ | _____ | _____ |
| D. A written Substance Abuse Policy? | _____ | _____ | _____ | _____ |
| E. A written Safety Rules/Guidelines? | _____ | _____ | _____ | _____ |
| F. A written Discipline Policy? | _____ | _____ | _____ | _____ |
| G. A written Safety Award/Incentive Program? | _____ | _____ | _____ | _____ |
| H. A written Haz-Com Program? | _____ | _____ | _____ | _____ |
| J. A written Motor Vehicle Safety Program? | _____ | _____ | _____ | _____ |
| K. A Written Lock Out/Tag Out Procedures? | _____ | _____ | _____ | _____ |
| L. A written Fall Protection Program? | _____ | _____ | _____ | _____ |
| M. A written Confined Space Program? | _____ | _____ | _____ | _____ |
| N. A written Forklift Program? | _____ | _____ | _____ | _____ |
| O. A written PPE Program? | _____ | _____ | _____ | _____ |
| P. A written Safety Shoe Policy? | _____ | _____ | _____ | _____ |
| Q. A written Respirator Program? | _____ | _____ | _____ | _____ |
| R. A written Blood-borne Pathogen Program? | _____ | _____ | _____ | _____ |
| S. A New Employee Safety Orientation Program? | _____ | _____ | _____ | _____ |
| T. A written Hot Work Permit Program? | _____ | _____ | _____ | _____ |
| U. A written Confined Space Program? | _____ | _____ | _____ | _____ |
| | Yes | No | How Often | |
| V. Are employee safety meetings held? | _____ | _____ | _____ | |
| W. Are 'toolbox' safety meetings held? | _____ | _____ | _____ | |
| X. Are field safety audits conducted? | _____ | _____ | _____ | |
| | Yes | No | N/A | |
| Y. Do you have Trenching 'competent' persons? | _____ | _____ | _____ | |
| Z. Do you have Scaffolding 'competent' persons? | _____ | _____ | _____ | |
| AA. Do you have 'Qualified' pole/tower climbers? | _____ | _____ | _____ | |
| BB. Are Crane and Boom truck operators qualified? | _____ | _____ | _____ | |
| CC. Does your company use crane lift permits? | _____ | _____ | _____ | |
| DD. Are your cranes inspected monthly? | _____ | _____ | _____ | |
| | Yes | No | N/A | |
| EE. Do you check your drivers' records? | _____ | _____ | _____ | |

FF. Do your Electrical Workers wear FR clothing? _____

GG. Do you 'Safety Qualify' your subcontractors? _____

HH Do you have a Qualified Asbestos / Lead person? _____

Who conducts the site safety audits? _____

6. EMPLOYEE TRAINING

A. Are Appropriate Employees Formally Trained With Documentation In The Following Subjects?

| | Yes | No | N/A | | Yes | No | N/A |
|--------------------------------|-------|-------|-------|----------------------|-------|-------|-------|
| Personal Protective Equip | _____ | _____ | _____ | Lock Out/Tag Out | _____ | _____ | _____ |
| Respiratory Protection | _____ | _____ | _____ | Emergency Response | _____ | _____ | _____ |
| First Aid | _____ | _____ | _____ | CPR | _____ | _____ | _____ |
| Welding | _____ | _____ | _____ | Rigging | _____ | _____ | _____ |
| Fall Protection / Fall Arrest | _____ | _____ | _____ | Hearing Conservation | _____ | _____ | _____ |
| Hazard Communication | _____ | _____ | _____ | Trenching Safety | _____ | _____ | _____ |
| Confined Space Entry | _____ | _____ | _____ | Electrical Safety | _____ | _____ | _____ |
| Scaffolding | _____ | _____ | _____ | Forklifts | _____ | _____ | _____ |
| Fire Safety / Extinguisher Use | | | | | | | |

7. ENVIRONMENTAL COMPLIANCE

A. Do you have a HAZWOPER certified employee? Name: _____

B. During the last five years, has your company/firm received a violation/fine/penalty for non-compliance involving any of the following?

| | YES | NO |
|---|-------|-------|
| Improper disposal/dumping of hazardous waste or hazardous materials on land or in water. | _____ | _____ |
| Discharging oil, an oil byproduct, or other hazardous substances to land, water, or air. | _____ | _____ |
| Release of oil or hazardous waste during transport of hazardous materials and/or hazardous waste. | _____ | _____ |

If you answered yes to any of the questions above, please provide an explanation/details of the circumstances.

8. PERSONNEL

A. Who will be responsible for safety on the job site?

Name _____

Title _____

Contact Information: _____

Cell: _____

B. Will this person be your designated Safety Contact and have responsibilities other than safety? Yes No

C. Who is your company's Safety Director? If not full-time, what percentage ____%.

Name _____ Title _____

Contact Information: _____ Cell: _____

D. Who has the authority on the job site to correct or have corrected safety violations?

Name _____ Title _____

Contact Information: _____ Cell: _____

E. Who or what facility will be providing medical services for the job site?

Name _____ Title _____

Contact Information: _____ Cell: _____

The University has provided the following information/documents to the Contractor Representative named below.

| | | | |
|----------------------------------|--|------------------------------|--|
| Injury & Illness Prevention Plan | | Key Campus Contacts Sheet | |
| Emergency Evacuation Information | | Access to Campus - Entrances | |
| Asbestos Notification | | Lead Notification | |
| Contractor Sign-in Requirement | | | |

The undersigned warrants and represents the data provided in this document is accurate and correct in all respects.

Print Name/Title _____

Signature _____

Name of Contractor Company Representing: _____

Date Signed: _____

Return the signed original Checklist to: Randy Sharp , Director of Physical Plant, and CSUDH

Or Manny Alviso, Director RM / EHOS, CSUDH

1000 E. Victoria Street Carson, CA 9074722.

9.2 Key Campus Phone Numbers & Contacts



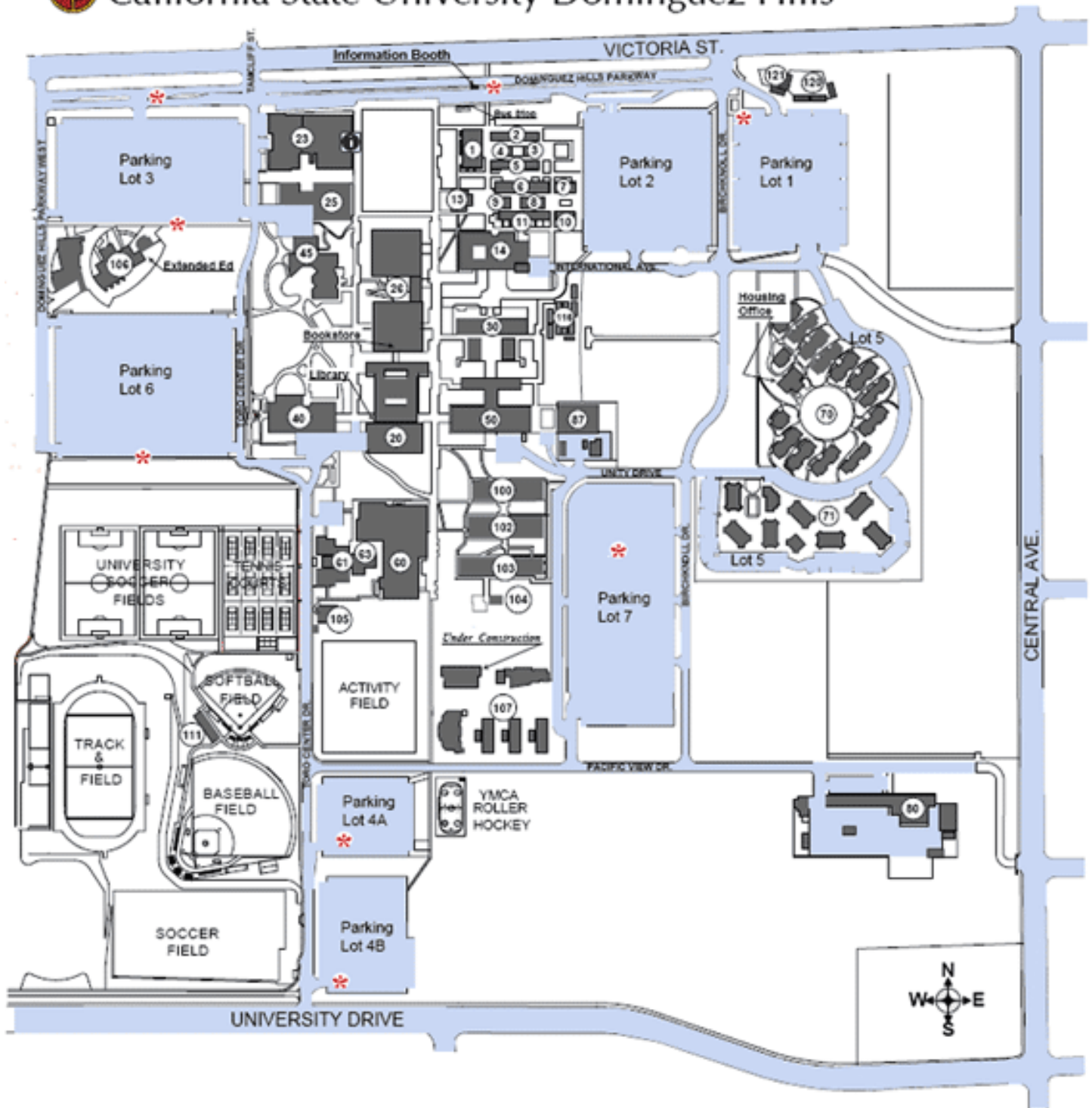
CONTRACTOR'S LIST
 CAMPUS CONTACTS

| CONCERNING | PHONE / CELL | NAME | TITLE | LOCATION |
|------------------------------|--------------|-------------------|----------------------------|------------------|
| ALARMS | 310-243-2142 | JOHN EPPS | MGR-BUILDING TRADES | PHYSICAL PLANT |
| ASBESTOS | 310-243-3012 | ORSON FAYNOR | ENVIR. SPECIALIST | PHYSICAL PLANT |
| BUILDINGS | 310-243-3804 | WORK CONTROL | WRK. CONT. COORDINATOR | PHYSICAL PLANT |
| CENTRAL PLANT | 310-243-2206 | STEVE SLIMP | ASST. DIRECTOR / PH. PLANT | CENTRAL PLANT |
| CONTRACTS | 310-243-3799 | EMMIT WILLIAMS | DIRECTOR, PCLASS | WELCH HALL, #485 |
| ELECTRICAL POWER | 310-243-2142 | JOHN EPPS | MGR-BUILDING TRADES | PHYSICAL PLANT |
| EMERGENCY - MEDICAL | 310-243-3639 | UNIVERSITY POLICE | DISPATCHER | WELCH HALL, #100 |
| EMERGENCY - OTHER | 310-243-3639 | UNIVERSITY POLICE | DISPATCHER | WELCH HALL, #100 |
| ENVIRONMENT - HAZ WASTE | 310-243-3012 | ORSON FAYNOR | ENVIR. SPECIALIST | PHYSICAL PLANT |
| EQUIPMENT | 310-243-2206 | STEVE SLIMP | ASST. DIR PHYSICAL PLANT | CENTRAL PLANT |
| EVACUATION | 310-243-2895 | MANNY ALVISO | DIRECTOR RM / EHOS | PHYSICAL PLANT |
| EXTINGUISHERS- FIRE | 310-243-2206 | STEVE SLIMP | ASST. DIR PHYSICAL PLANT | CENTRAL PLANT |
| FENCING | 310-243-2142 | JOHN EPPS | MGR-BUILDING TRADES | PHYSICAL PLANT |
| FIRE | 310-243-3639 | UNIVERSITY POLICE | DISPATCHER | WELCH HALL, #100 |
| GROUNDS | 310-243-2756 | ALVIN HALL | MGR - GROUNDS/CUSTODIANS | PHYSICAL PLANT |
| HEALTH | 310-243-3012 | ORSON FAYNOR | ENVIR. SPECIALIST | PHYSICAL PLANT |
| LEAD | 310-243-3012 | ORSON FAYNOR | ENVIR. SPECIALIST | PHYSICAL PLANT |
| PARKING | 310-243-3725 | MARK CARTWRIGHT | PARKING ADMIN. | SCC 200 |
| PHYSICAL PLANT - ASSOC. DIR. | 310-243-2139 | JON SCHEFFLER | ASSOCIATE DIRECTOR | PHYSICAL PLANT |
| PHYSICAL PLANT - DIRECTOR | 310-243-2163 | RANDY SHARP | DIRECTOR | PHYSICAL PLANT |
| POLICE - UNIVERSITY | 310-243-3639 | UNIVERSITY POLICE | DISPATCHER | WELCH HALL, #100 |
| RISK MANAGEMENT | 310-243-2895 | MANNY ALVISO | DIRECTOR RM / EHOS | PHYSICAL PLANT |
| SAFETY | 310-243-2895 | MANNY ALVISO | DIRECTOR RM / EHOS | PHYSICAL PLANT |
| SECURITY | 310-243-3639 | UNIVERSITY POLICE | DISPATCHER | WELCH HALL, #100 |
| TRASH / RECYCLING | 310-243-2161 | JOSE ROBLEDO | RECYCLING COORDINATOR | PHYSICAL PLANT |
| WATER | 310-243-2142 | JOHN EPPS | MGR-BUILDING TRADES | PHYSICAL PLANT |

9.3 Campus Entrances Designated for Contractors

(this map will be have designated entrances/exits highlighted when given to the applicable Contractor)

California State University Dominguez Hills



9.4 Emergency Evacuation Information for Contractors

Notification of Emergency and Type of Emergency:

- Alarm
 - Sound Type – Loud Pulsating Horn
- Loudspeaker Information and Details
 - Speakers are activated by the University Police to give emergency information and details to the University Campus. Please listen and follow directions given for all University participants in the event of an emergency. Speakers are located on the exterior of most of the key University buildings located in high-traffic areas.
- Types of Emergency -- Requiring Evacuation;
 - Fire, earthquake, and power outages are but a few of the events that would call for an evacuation that would require University participants to leave a building, structure or area of the University to a designated safe location.
 - Terrorist activity, hazardous chemical release, and active-shooter scenarios are a few of the situations that may require University participants to remain at a safe location inside a Campus building or structure. Please listen for instructions from the University Police on the exterior loudspeakers throughout the Campus.

Evacuation Goal

- Safe and focused exit to an area of safety is the Goal of all University participants if it becomes necessary to conduct an Emergency Evacuation from any Campus building or structure.
- Contractors and subcontractors must become familiar with their Campus diagrams/maps so they can identify a safe roll-call area for their employees and subcontractors. This identified roll-call area for contractors and subcontractors must be communicated to all contractor/subcontractor personnel by the contractor prior to starting their first day of their work on Campus. This emergency information must

9.5 Contractor Sign-in Requirement



CONTRACTOR SAFETY -- SIGN-IN REQUIREMENTS --

The purpose of the sign-in requirement is to give notification to the University and its staff that an authorized contractor and/or their personnel will be conducting work on University property or within University buildings. Signers will be issued a “Contractor” badge that they must wear at all times while on University premises. At the conclusion of their work assignment, each employee must return their badge to the Physical Plant Office.

Sign-in Location

- Physical Plant reception area – see
 - Steve Slimp, John Epps, Richard Tetrick or Steve Richards

Contractor Classifications

- Long-term Contractor (>10 days consecutively)
 - Sign-in initial work day on the Campus; sign-in each Monday thereafter
 - Only Contractor’s Site Supervisor/Superintendent signs
- Limited Contractor (1 – 30) days annually
 - Sign-in each day prior to starting their University work session
 - Each employee must sign and receive a badge
- Short-term Contractor (1--10 days) – within a 30-60 day period
 - Sign-in each day prior to starting their University work session
 - Each employee must sign and receive a badge
- Contractors Not Sure As To Their Length of Service
 - Sign-in each day prior to starting their University work session
 - Each employee must sign and receive a badge

University Information

- o Any and all information provided to contractors at the sign-in location by the University and/or its representatives (information regarding holidays, campus access, work schedules, safety information) becomes the responsibility of the signer to disseminate the information to their staff and their subcontractors.

