



Introduction

Kennesaw State University “KSU” seeks to provide and maintain, so far as is practicable, an environment for its students, faculty, staff, contractors and members of the public, that is safe and without risk to health. As a condition of the contract, KSU requires that Contractors and their subcontractors who perform services on the University campuses, exercise all necessary precautions to safeguard the health and safety of all persons including university employers, students, members of the public and contact own employees.

It is the responsibility of the Contractor to inform him/herself of applicable KSU’s environmental health and safety policies and procedures. Contractor will comply with the applicable Federal, State, Local and KSU’s internal policies and procedures. In the event of any inconsistency, Contractor will comply with the procedures or measures that produce the highest level of health and safety outcome.

Purpose

The purpose of this document is to describe Environmental Health and Safety requirements for Service Providers (Contractors) while working on Kennesaw State University property/facility. The goal is to ensure safety of KSU’s students, employees and visitors and comply with federal, state and local safety and environmental regulations

Scope:

This program applies to all work performed by Contractors in or on all properties owned, leased or controlled by KSU.

Definitions

Contractor

For the purposes of this document, a Contractor is an organization or individual with a contractual agreement with KSU or with a Contractor who have contracted with KSU to provide a specific service or range of services related to the property, facilities or buildings owned or leased by KSU, in accordance with the contract terms and defined scope of work. This includes but is not limited to the following:

- General Contractors
- Sub-Contractors
- Professional Firms
- Service Contractors



Roles and Responsibilities

Contractor Responsibilities:

- The Contractor should have a written Environmental Health and Safety programs in place and is solely responsible for ensuring that such programs comply with federal, state and local regulations.
- Contactor should designate at least one supervisor as the “Competent Person” to be responsible for safety coordination on the job site
- Contractor is responsible for taking all steps necessary to protect the safety and health of KSU’s students, employees, and visitors during the performance of their work by establishing, administering, and enforcing safety rules that meet KSU’s environmental health and safety policies and procedures and federal, state and local EHS laws and regulations.
- The Contractor bears sole responsibility for ensuring the safety of his or her employees.
- It is the responsibility of the contractor to inform their personnel of the hazards associated with specific operations of a project and ensure the necessary controls are in place, including providing employees with the appropriate personal protective equipment (PPE).
- Contractor should ensure that all incidents/injuries relating to the job are promptly investigated.
- Contractor who coordinates the work of Subcontractors shall assure that the Subcontractor abide by the requirements of this document and is responsible for communication of safety-related information and requirements to its’ Subcontractors.
- It’s the contractor’s responsibility to appropriately dispose of all waste materials resulting from the project.

Submittals

- KSU or its representative may elect to require a contractor to submit any or all of the following document/records prior to beginning, in the course of the project or upon completion of work.
 - ✓ Contractors project safety plan including substance abuse control program
 - ✓ Workplace incident and illness records, including Experience Modification Rates (EMRs)
 - ✓ Permits/Licenses certifying knowledge and skills
 - ✓ Safety inspection reports



- ✓ Accident investigation reports
 - ✓ Safety training records
 - ✓ Material Safety Data Sheets (MSDSs)
 - ✓ Copies of waste manifests, disposal documents and any other relevant records
 - ✓ Statutory notifications, including Notice of Intent (NOI) and Notice of Termination (NOT)
 - ✓ Records of noncompliance citations
 - ✓ Record of regulatory agency citations.
- Where submittals are required from the Contractor, they shall be made in writing directly to the University Project Manager/Coordinator or EHS department upon request.
 - Submittals should be made sufficiently in advance to avoid delay of the project. Where review, approval, or coordination of submittals is required, submittals shall be made at least ten (10) working days prior to the start of the project unless prior arrangements have been made.
 - Post-job submittals, where required, shall be made no later than fifteen (15) working days after completion of the project or as specified in the request.

Procedures

Worksite Isolation and Access Control

- The Contractor shall isolate and establish controls of worksite to restrict unauthorized access to the work zone. Requirements for entry should be clearly posted at all access points.
- Wherever necessary, contractor shall erect appropriate barricades and signs to provide protection and alert others of the hazards created by construction activities and shall be used to safely control traffic, both vehicular and pedestrian, through or around the work site. If necessary contractors may engage the services of Police or Parking Services details when pedestrian and/or vehicular traffic is impeded.
- Barricades should meet the requirement of 29 CFR 1926 Subpart G – Signs, Signals, and Barricades and the US DOT Manual on Uniform Traffic Control Devices.
- Signs should clearly indicate required personal protective equipment that must be worn in the restricted area.



- The Contractor must not perform work over the heads of people or leave tools or equipment overhead. The Contractor must abide by all posted signage (i.e. radiation hazard, authorized personnel only, no smoking, chemical hazard, caution, danger, biohazard)
- All portable ladders including but not limited to extension ladders, step ladders, and job made ladders are the Contractor's sole responsibility to maintain and use according to 29 CFR 1910.27.

Training:

- Contractors shall provide and ensure their employees have received the appropriate EHS training in compliance with federal and State regulations and in order for the employee to safely perform their assigned tasks.

Hazardous Materials and Hazard Communication:

Hazardous Material

- Contractor shall not use solvents, paints, or similar flammable, toxic, or irritating materials in areas occupied by University employees, or students without prior notification to and approval approved by KSU Project manager/Coordinator. Contractor shall provide to KSU with copy of Material Safety Data Sheets (MSDS's) for such materials upon request.
- Contractors shall maintain MSDSs for all hazardous chemicals being handled at the job site.
- The Contractor shall maintain appropriate control, including adequate ventilation to keep exposure levels below applicable OSHA Permissible Exposure Limits (PEL).
- If exposure levels exceed as are expected OSHA PEL, all personnel exposed shall be provided with and required to use appropriate Personal Protective Equipment (PPE), including NIOSH approved respirators, where necessary.
- It is the responsibility of the contractor to ensure the personnel wearing respirators are medically evaluated and fit-tested, as stipulated in the OSHA Respiratory Protection Program (CFR 1910.134).

Hazard Communication:

- The Contractor shall develop and maintain their own Hazard Communication Plan that complies with OSHA Hazard Communication Program (29 CFR 1910.1200).
- The Contractor shall maintain copies of Material Safety Data Sheets (MSDS's) for all hazardous materials that are brought / used on KSU property on-site and available for review.



- All containers of hazardous materials should be properly labeled and inspected as required by applicable regulations.

Personal Protective Equipment

- All contractors shall ensure their employees have been trained, issued and are wearing the appropriate Personal Protective Equipment (PPE) where required. It is the contractor's responsibility to ensure the correct use of PPE per OSHA standards.

Management of Asbestos Containing Materials (ACM)

- Unless otherwise noted, KSU will have determined, before work starts, the presence, location, and quantity of asbestos containing materials (ACM) or potential ACM that will be specifically impacted by the work under contract..
- KSU is responsible for hiring an Asbestos Abatement Contractor to remove the identified ACM in coordination with the contractor.
- Under no circumstances should the Contractor disturb asbestos-containing materials unless such activities are part of contracted work and the Contractor is specifically licensed in the State of Georgia as Asbestos Abatement Contractor.
- If in the course of work the Contractor discovers material to be suspected of containing asbestos, Contractor should immediately notify KSU EHS Department at 770-420-3321 or the Project Manager. Contractor shall ensure that the suspect material is not disturbed or moved until the material have been evaluated by KSU EHS department and approval to disturb/move the material is granted.
- The Contractor shall not sweep, dust, vacuum or mop dust or debris that is believed to be ACM. The Contractor shall also not pick up or throw away any suspect ACM waste or trash.
- The Contractor shall immediately notify the EHS Office at 770-420-3321 or KSU Project Manager if material that is suspected to be ACM is disturbed or becomes airborne.

Protecting Indoor Environmental Quality (IEQ)

- Construction and renovation projects can have a significant negative impact on indoor environmental quality (IEQ) of adjacent occupied spaces.
- Contractors in coordination with KSU project Manager should ensure proper pre-planning efforts that anticipate potential impacts on IEQ and specify adequate control strategies prior to commencing work.



- KSU EHS department has developed procedure to provide Contractors and project managers with guidance on how to minimize the negative impact of construction projects on indoor environmental quality (IEQ) during construction and renovation projects. In this regard, Contractor should:
 - Comply with the applicable KSU's IEQ and other health and safety requirements as well as applicable federal, state, and local regulations.
 - Implement control strategies, including engineering controls, to eliminate or minimize the impact of contraction activities on IEQ in the building subject to construction work or nearby buildings.
 - Maintaining acceptable indoor environmental quality within the space or contiguous spaces where the construction project is occurring.
 - Provide all safety and personal protective equipment (PPE) required to complete the contracted scope of work. PPE must meet or exceed the requirements of the appropriate governmental regulatory agency.

Fire Protection and Life Safety

Emergency Egress

- Contractor shall keep all corridors and exit doors clear at all times. In addition all external exit ways, walks, and drives shall be kept free from debris, material, tools and vehicles.
- The Contractor shall not conduct work or operations that obstruct exits or the means of egress from an occupied building without the prior notification and approval of KSU's Project Manager/Coordinator and Fire and Life Safety Office.
- Contractor shall not chock or block open fire-rated doors except temporarily and while maintaining constant supervision. Such chocks/blocks must be immediately removed in the event of a building fire alarm or similar emergency.

Fire Protection Equipment:

- The Contractor shall NOT disable or modify any fire protection equipment or system without prior notification to and approval from KSU's Project Manager/Coordinator and Fire and Life Safety Office.



- Disabling of the fire protection system must follow the Fire Protection Impairment Procedure; the notification form is located on the Fire and Life Safety Website (www.kennesaw.edu/ehs/fire-safety).

Building Alarm

- Contractor personnel shall respond appropriately to all alarms by exiting the building immediately and remaining at least 50 feet from the building to allow for emergency response access. Call KSU emergency number (770) 423-6666 to report the incident.
- In the event of a fire, contractor personnel should sound the alarm and/or notify other building occupants immediately.

Electrical Safety

- When performing work that involving existing electrical systems and/or equipment, Contractor must be effectively coordinate work with KSU's Project Manager and other involved parties.
- KSU will make reasonable effort to inform Contractors, in advance, if the worksite contains energized electrical systems over 600 volts so that qualified personnel and appropriate protective equipment can be considered in the bidding process.
- KSU Project Manager is responsible for coordinating access to the jobsite, scheduling, pre-planning for outage and coordinating request for shutdowns of existing electrical systems.
- KSU Plan Operation personnel will shut down and start up electrical systems in coordination with Contractor performing work on such systems, unless otherwise specifically directed by KSU.
- When contractor is involved in performing work on or near energized electrical systems or equipment with greater than 50 volts, contractors shall;
 - Ensure all work is being conducted in accordance with applicable OSHA regulations and the National Fire Protection Association (NFPA) 70E Standard for Electrical Safety in the Workplace.
 - Ensure that only qualified Electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.
 - Ensure the "Limited Approach Boundary" for energized electrical equipment is established and that the area is restricted to authorized personnel only.



- In the event of a circuit breaker or other protective device "tripping," the Contractor shall ensure that a qualified Electrician examine checks the circuit and equipment and corrects problems before resetting the breaker.
- The Contractor shall not leave electrical boxes, switch gear, cabinets, or electrical rooms open when Contractor personnel are not present at the worksite. Energized parts shall be insulated when covers have been removed or doors are ajar. Cardboard, plywood, or other combustible materials shall not be used to cover energized circuits.
- If a Contractor comes across a potential electrical hazard such as missing protective guards or covers, damaged equipment, etc., Contractor should immediately make reasonable effort to notify KSU Project Manager of such hazard.

High (Medium) Voltage Power System Safety

- Any current exceeding 600 volts is considered High Voltage.
- The Contractor shall develop, implement and maintain an Electrical Power Transmission and Distribution safety program in accordance with OSHA regulations as it applies to the work of their contract.
- A copy of the program should be maintained at the work site where 29 CFR 1910.269 (OSHA Electric Power Transmission and Distribution Standard) is applicable.
- All applications shall conform to OSHA Standard 1910.269 Electric Power Transmission and Distribution Standard, NFPA 70E Safety Related Work Practices and KSU's Safe Operating Procedures for Medium Voltage Electrical Distribution Equipment.
- New or modified components shall be installed in accordance with design specifications BEFORE energizing equipment related to High Voltage System, Emergency Power Generation Systems, Fire Alarm Systems.

Lockout/Tag-Out

- The Contractor working on hazardous energy sources shall maintain a Lockout/Tag-out (LO/TO) program in accordance with OSHA regulations (29 CFR 1910.147 – Control of Hazardous Energy Sources (Lockout/Tag-out) and 29 CFR 1910.269 Electric Power Transmission and Distribution Standard) as it applies to the work of their contract.



- The Contractor should maintain a copy of its Lockout/Tag-out Program on-site and readily available for examination by KSU officials before the start of any work where 29 CFR 1910.147 is applicable.
- KSU's Plant Operation Management personnel will shut down and start up utility systems, unless otherwise specifically directed by the university.
- Contractor shall use standard locks and tags, as required to OSHA standards to control the start-up of equipment being serviced or maintained by its employee.
- Whenever the Contractor and KSU personnel must perform a group LO/TO, both LO/TO programs must be coordinated to comply with 29CFR 1910.147 and the KSU's LO/TO program.
- At no time shall a Contractor or its employees override any locks or tags that they encounter during the performance of its work.
- The Contractor shall maintain a log of all machines and equipment that are locked out and/or tagged out during the performance of the work of while under contract.

Fall Protection:

- Contractors must protect their employees from fall hazards and falling objects, in accordance with OSHA Standard on Fall Protection (29 CFR 1926 Subpart M), whenever an affected employee is working 6 feet (1.8 meters) or more above a lower level. Protection shall also be provided workers who are exposed to the hazard of falling into dangerous equipment.
- Contractor shall secure tools and equipment to prevent objects from falling to ground below.
- Contractor shall ensure that all their personnel are trained in accordance with the requirements listed in 29 CFR 1926 Subpart M.
- Where required, the contractor shall provide its employees with personal fall protection equipment or other hazard control measures listed in the fall protection standard and ensure proper usage of the equipment.
- Contractor shall ensure that fall hazards communicated to their employees and that of the Sub-Contractors.
- Any opening from which there is a drop of more than 4 feet where KSU's faculty, staff, students or the public may fall shall be guarded in accordance with "29 CFR 1910 Subpart D – Walking Surfaces".



- Contractor must maintain guardrails, mid rails and toe boards located in KSU buildings or on KSU property unless removal is approved by the KSU Project Manager as part of the work of a contract.
- All open holes, skylights, trenches, or excavations into which KSU's employees may fall shall be covered and/or properly secured.

Trenching, Excavation and Utilities Locate

Locating and Protecting Utilities

- The Contractor is solely responsible for locating all utilities and shall be solely responsible for the protection and the repair of any damage to utilities in connection with the work.
- Contractor shall ensure coordination of trenching, blasting or excavation work with the university Project Manager to facilitate proper coordination of utilities shutdowns, if necessary.
- Contractor shall not commence, perform or engage in blasting, excavation or trenching work, including driving of spikes/stakes into the ground or drilling, until the Contractor has properly submitted a utilities locate request to the Utility Protection Services (UPC) ('Call Before You Dig'), as required by Georgia laws (O.C.G.A § 25-9-6). Contractor should note that UPC WILL NOT locate all utilities on campus and Contractor therefore should make necessary arrangements with a utility location contractor for location and marking of remaining utilities.
- When using mechanized excavating equipment Contractor shall not strike, damage, injure, or loosen any utilities or sewer lateral which has been staked, flagged, or marked.
- When excavating or blasting is to take place within the tolerance zone (2 feet) of utilities, Contractor shall exercise such reasonable care to protect the underground utilities. Such protection shall include, but may not be limited to, hand digging, pot holing, soft digging, vacuum excavation methods, pneumatic hand tools, other mechanical methods with the approval of the KSU Project Manager, or other generally accepted methods.
- In the event a Contractor strikes, damages, injures, or loosens any underground utility or sewer lateral, regardless of whether the utility facility or sewer lateral was marked, Contractor shall immediately cease such blasting or excavating and notify KSU Project Manager and the UPC and IMMEDIATELY make temporary or permanent repair of the damaged utility.



- Should Contractor fail to repair damaged utilities immediately, KSU reserves the right to make the needed repairs and will recover the cost thereof from the payment, then or thereafter, due the Contractor, without limitation to other remedies available to the KSU.
- Contractor shall not engage in excavating or blasting activities that may cause further damage to the utility facility or sewer lateral, until damage previous done has been repaired and approval to proceed has been granted by KSU Project Manager.

Trenching and Excavation

- All excavation work shall be in compliance with OSHA Standards on excavation (29 CFR 1926 Subpart P).
- Contractor shall designated Competent Person for every exaction work.
- The Competent Person shall inspect the trench every day before work, after rain and when conditions change. When there is a problem, the competent person shall have the authority to stop work and fix the problem.
- All trenches 5 feet (1.5 meters) or more in depth shall have protective system. If excavation is less than 5 feet the Competent Person should determine if a protective system is needed or not.
- Trenches 20 feet (6.1 M) deep or greater shall have protective systems designed by a registered professional engineer or based on tabulated data prepared and/or approved by a registered professional engineer.
- Trenches 4 ft or more in depth should be provided with a fixed means of egress.
- The area around the trench/excavation must be kept clear of surface encumbrances.
- Contractor must develop and implement procedures to protect employees from being injured or killed by vehicle traffic.
- Contractor must develop and implement procedures to protected employees from loads or objects falling from lifting or digging equipment.
- Contractor must develop and implement procedures to a warning Systems for mobile equipment to prevent vehicles from accidentally falling into the trench.



- Surface crossing of trenches is discouraged. Such crossings are permitted only under the following conditions:
 - Vehicle crossings has been designed by and installed under the supervision of a registered professional engineer.
 - Walkways or bridges are provided for foot traffic. These structures shall:
 - ✓ have a safety factor of 4;
 - ✓ have a minimum clear width of 20 in (0.51 m);
 - ✓ be fitted with standard rails; and
 - ✓ Extend a minimum of 24 in (.61 m) past the surface edge of the trench.
- Contractor must develop and implement procedures for controlling standing water and water accumulation if employees are permitted to work in the excavation.
- Contractor must conduct atmosphere testing before entry in excavations where hazardous atmospheres have the potential to exist.
- The excavation must be treated as a permit required confined space if a hazardous atmosphere is found, and managed per confined space requirements in this document.
- Adjacent structures must be stored in accordance with the design documents to prevent collapse. Where necessary, contractor shall install guardrails or some other means of protecting people from falling into the trench/excavation.

Cranes and Rigging:

- Contractor must ensure that each crane, rigging, or hoist brought onto KSU property have been subject to an annual inspection performed by a certified testing agency.
- Documentation, including a logbook, must be provided to the KSU PM or their designee, upon request.
- All Crane/hoisting equipment operators should be certified and present proof of certification upon request
- Lifting and rigging equipment/components should be inspected by a Competent Person before each use, and as conditions warrant.



- At no time shall loads be hoisted by a non-licensed operator.
- No lifts shall be made over faculty, staff, students and public. Lifts over occupied facilities may only be made after consultation with and approval by the KSU PM.

Confined Space Entry

- Whenever contractor's personnel are required to enter confined spaces on KSU property, Contractor must ensure compliance with OSHA Confined Space Program (29 CFR §§ 1910.146 and 1910.269) and KSU's Confined Space Entry Program. Contractor shall develop, implement and maintain its own Confined Space Entry Program, including provision for emergency rescue.
- KSU EHS department maintains an inventory of confined spaces on campus and their classifications. All manholes on campus are and should always be considered to be "Permit Required Confined Spaces".
- If in the course of its work, a Contractor encounters a confined space that had not been previously identified by KSU, contractor shall notify KSU's EHS department immediately for an evaluation of the space to determine the appropriate course of action.
- Contractors are required to use their own confined space entry permits when completing confined space entries.
- Contractor should complete and sign a Confined Space Pre-Entry Check before entry into a confined space verifies completion of the required pre-entry procedures. The check list should be maintained at the job site for duration of the job.
- If circumstances dictate an interruption in the work, the space must be re-evaluated and a new check list must be completed.
- Contractors are required to provide their own rescue equipment, air monitors, ventilation fans, personal protective equipment, etc. to safely complete confined space entries.
- When both KSU personnel and Contractor personnel are working in or near confined spaces, the Contractor must coordinate all operations with the affected KSU personnel before entry.

Compressed Gas Cylinders:

- Contactor must ensure that valve protection caps are in place when compressed gas cylinders are being transported, or stored. Close cylinder valves and replace valve covers when work is complete and when cylinders are empty or moved.



- Cylinders must be secured in an upright position while in use or being transported.
- Cylinders must be stored at a safe distance or shielded from welding or cutting operations and should not be placed where they can contact an electrical circuit.
- Oxygen and flammable gas cylinders should be separated by 20 feet or a 5 foot high fireproof barrier.
- If a leak develops in a cylinder and it cannot be immediately corrected, move the cylinder to a safe location outside the building. Contact KSU Public Safety immediately at (770) 423-6666 regarding the leak.
- Compressed gas cylinders must not be taken into or stored in confined spaces, including gang boxes and office/storage trailers. Upon completion of work, Contractor must remove from KSU properties all cylinders belonging to the Contractor.

Hot Work

- Hot work (welding, cutting and brazing) activities must be authorized by a KSU Project/Construction Manager.
- Contractor shall develop, implement and maintain its own Hot work Program in accordance with OSHA regulations.
- The Contractor shall use a hot work permit for each separate work activity and shall ensure that the conditions of the permit are met at all times. This permit should be from the Contractor's Hot Work Program.
- Request for a fire system inspection to determine if the system needs to be shut down or modified, must be made to the Project/Construction Manager at least 24 hours before starting any hot work.

Powder-Actuated Tools (Nail Guns)

- Operators of powder-actuated tools shall be properly trained on their use and have a valid training documentation.
- Powder-actuated tools shall be inspected for obstructions or other defects before use on each workday.
- Operators shall have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors.



- The tools should be left unloaded until they are actually ready to be used and should be stored in locked container when not being used.

Temporary Structures

- All tents, stages and temporary structures shall comply with the requirements of the Georgia State Building Code, County ordinances and a permit shall be obtained where required.

University Equipment

- Contractors shall not use university equipment or vehicles nor shall the Contractor allow university employees to use the Contractors' equipment or vehicles without the approval of KSU's Risk Management.
- If an employee of a Contractor needs to use specialized equipment owned by KSU, such as powered industrial trucks, the Contractor must provide suitable documentation that the employee has been trained and certified (if required) to use such equipment.

Window Washing:

- Window washing must be conducted using OSHA compliant method such as suspended scaffold (single or two points or a boatswain's chair).
- Scaffolding apparatus must comply with the requirements of 29 CFR 1910.28.
- Contractor is responsible for inspecting and verifying working condition and suitability of window washing anchors located on any KSU building before use.
- If contractor identify deficiencies on any anchor point, contractor should notify KSU of such deficiencies.

Management of Hazardous and Universal Waste

Universal Waste

- All unbroken fluorescent bulbs, high pressure sodium vapor, and mercury vapor bulbs are "Universal Wastes" and should be treated as such.
- Contractor must ensure proper handling of fluorescent tubes and high pressure metal halide/mercury vapor bulbs must be handled so that they remain unbroken.
- Tubes going to Universal Waste Stream must be stored in cardboard boxes obtainable as they are generated. Boxes of tubes and bulbs must be stored indoors.



- Boxes containing Universal Waste bulbs must be closed at all times except when waste is being added to the container and labeled as "Universal Waste -- Used Bulbs". Bulbs are not permitted to stick out of the boxes.
- Broken fluorescent tubes and high pressure metal halide/mercury vapor bulbs should be treated as "Hazardous Wastes". Such tubes must be collected, stored and disposed of as hazardous waste. Contact KSU EHS Office your KSU PM if you generate such waste.
- Under no circumstances should Contractor dispose any such fluorescent bulbs, high pressure sodium vapor, and mercury vapor bulbs in regular construction waste.
- Older (pre 1980) light ballasts are regulated waste under the EPA Toxic Substances Control Act (TSCA) due to presence of polychlorinated biphenyls (PCB's).
- Contractor should not dispose ballasts with the general trash.
- Ballasts manufactured after 1980 do not contain PCBs, however, it is the policy of KSU to collect ballasts and send them off-site for recycling.

Hazardous Wastes

- All chemicals (liquids, solids, gases, etc.) used by Contractors that are characteristic or listed EPA Hazardous Wastes shall be safely stored, managed and disposed.
- Hazardous wastes shall be removed from University property promptly and shall be properly disposed of by a licensed hazardous waste disposal firms off-site when they are no longer usable and have been designated as a waste product.
- Under no circumstances shall a Contractor drain, cause to be spilled/ leaked, deposit or otherwise dispose hazardous waste material on University grounds or any other unauthorized property.
- Contractor is responsible for proper disposal of all unused chemicals and hazardous materials resulting from the project, in accordance with EPA Hazardous Waste Regulations.

Accidental Spill and Releases

- Contractor shall comply with all Federal, State and local requirement for the proper handling of hazardous substances and oil while on KSU property.
- In the event of an accidental release or spill of chemicals or other hazardous materials by the Contractor, the Contractor shall:



- ✓ Immediately take appropriate actions to contain the spill, without jeopardizing the health or safety of its employees,
 - ✓ Call KSU emergency number (770) 423-6666, or fire department, or other entities as needed or required,
 - ✓ Contact KSU's EHS Department at 770-420-3321, and
 - ✓ Notify the university Project Manager/Coordinator
- Contractors shall be responsible for any costs associated with damage and/or cleanup of a hazardous substance and/or oil spill caused by the Contractor or their sub-contractors.
 - This responsibility shall extend to freight carriers who were hired by the Contractor to deliver the commodity or service to the campus.
 - All university costs associated with responding to or remediation of a chemical or hazardous material spill or release may be assessed to the Contractor.

Control of Fugitive Dust Emissions

- The Contractor shall take all reasonable precautions necessary to prevent fugitive dust from becoming airborne from any operation, process, handling, and transportation or storage facility related to the job. The opacity from any fugitive dust source shall not exceed 19%.
- Reasonable precautions which a Contractor should take to prevent fugitive dust emission includes but are not limited to the following:
 - ✓ Use of water to control dust during demolition of existing structure, construction operations, grading or clearing of land.
 - ✓ Application of asphalt, water, or suitable material on dirt road, material, stockpiles and other surfaces that can give rise to airborne dusts,
 - ✓ Installation of engineering control such as hoods, fans and filters to enclose and vent dusty operations,
 - ✓ Covering, at all times when in motion, open-bodied trucks, transporting materials likely to give rise to airborne dust.
 - ✓ Prompt removal of earth or other materials from paved streets onto which such materials have been deposited.



Department of Environmental Health
& Safety

Contractor Safety Management

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