

LIBERTY
UNIVERSITY | ENVIRONMENTAL
HEALTH & SAFETY

Contractor Safety Program



POLICY STATEMENT

The Liberty University Office of Risk Management and Environmental Health & Safety department has developed this Safety and Health Program to assist in the implementation of appropriate safety standards that will safeguard employees and the public from harm. Safety and health considerations shall be a part of every operation and will be of primary importance. The prevention of personnel injury and damage to property is of such consequence that it shall be given precedence over operational productivity.

The intent of this section of the contract is to communicate the specific requirements and expectations, which may not be addressed in the current OSHA standards. The Liberty University Environmental Health & Safety Director (EHSD) has the authority to update or adjust this program to meet any and all changing work zone conditions and/or regulatory requirements. When this manual's safety requirements exceed those of the Construction Manager and/or Prime contractor (furthermore will be referred to as general contractor), the standard used in this manual shall be adopted. The EHSD, Construction Manager, and General Contractor(s) are responsible to hold each subcontractor, regardless of tier, accountable for the implementation and enforcement of the Project's Safety and Health requirements. If a sub-contractor is working directly for Liberty University then they are directly responsible for the implementation and enforcement of the Project's Safety and Health requirements.

Greg Bennett
Director of Environmental Health & Safety

Vicklon Jaynes
Director of Risk Management

PROJECT GOALS AND OBJECTIVES

1. No lost time incidents.
2. No recordable incidents.
3. Zero property damage
4. A successful relationship with local OSHA and VOSH offices.

The safety regulations contained in this document were developed to assist the contractors in the elimination or reduction of hazards and risks associated with the construction projects to attempt to prevent employee injuries, prevent damage to property, and promote efficiency and effect savings by reduction of unplanned business interruption. Each contractor shall establish and maintain at a minimum a Safety and Health Program as required by the most **current Department of Labor, Occupational Safety and Health Act. (29 CFR 1926 and 29 CFR 1910)**. **This also includes all local and state regulations that may apply.** The cooperation by the contractors and their employees in detecting hazards, and in turn controlling them, is a condition of the contractors continued presence on the project.

Each Program Participant's Safety and Health Program shall at a minimum include:

1. Organizational policies that comply with all applicable local, state and federal safety and health regulations.
2. A policy with specific provisions to conduct a program of inspections to identify and correct unsafe working conditions.
3. Company procedures to investigate promptly and thoroughly, every incident and near miss to determine the root cause and implement actions to correct the problem so it will not recur.
4. Coordinate work operations and activities to minimize or eliminate situations which compromise the employees' safety due to conflicting or simultaneous work operations or activities.
5. Coordinate work operations and activities to eliminate any situation that could comprise the general public.
6. A disciplinary action policy.

TABLE OF CONTENTS

Definitions

Contractor(s) Responsibilities

Project Specific Safety Regulations

Non-Compliance to Safety Policies/Violation Fines

Emergency Action Procedures

Injury/Incident Investigation & Reporting

Revision Tracking

DEFINITIONS

General Contractor (GC): Primary contractor who has a contract with the owner of a project or job, and has the full responsibility for its completion and the maintaining of safety on the job site. The GC is contractually responsible for the entire project and its completion, and may employ (and manage) one or more subcontractors to carry out specific parts of the contract. Also called main contractor.

Contractor: The entity awarded a particular construction contract. As used in this manual refers to the General Contractor or Construction Manager providing professional construction management services for the Owner.

Sub-Contractor: A sub-contractor is contractually responsible for a specific part of the buildings construction such as drywall, electrical, mechanical etc. A sub-contractor may be responsible for multiple disciplines such as mechanical, electrical and plumbing. A sub-contractor may employ other subcontractors underneath them. The sub-contractor is responsible for any other subs that they contract with. All sub-contractors are responsible for managing safety of their employees and any sub-contractor they employ to do work on the project.

Risk Management: Liberty University Office of Risk Management.

Engineer: The Liberty Employee or Consultant delegated by Liberty responsible for engineering supervision of the construction.

Liberty University: Project Owner.

Environmental Health & Safety Director (EHSD): The owner's representative who is responsible for monitoring, evaluating, and coordinating contractors and all sub contractor's safety, health and environmental compliance efforts.

Owner: Liberty University

Program Participant(s): Any Construction Manager as Agent, Construction Manager, General Contractor or subcontractor at any tier.

Project Safety Team (PST): The project safety team is composed of the Construction Managers and/or General Contractor Safety Professional and Safety Designee, Liberty's Environmental Health & Safety Director and members of the Liberty Environmental Health & Safety staff.

Safety Professional: An employee who has a degree in safety or 5 or more years' experience in the safety field. This person shall be at management level with authority to take corrective action.

Safety Designee – Construction Manager/General Contractor: The contractor's employee who has at least an OSHA 30 hour card and documented additional training in the company's operation. This person shall be designated as responsible for implementing employee safety programs, identifying project safety

concerns, and taking corrective action.

Safety Designee – Sub Contractor: The sub contractor's employee who has at least an OSHA 30 hour card and documented additional training in the company's operation. This person shall be designated as responsible for implementing employee safety programs, identifying project safety concerns, and taking corrective action.

Safety Plan: Shall include detailed description of work, utilized equipment, specific safety procedures, and emergency contingency procedures.

Site: The Liberty University Campus or adjoining properties where construction projects are performed.

Third Party Inspection: An inspection conducted by an individual or entity other than the owner of the equipment.

Visitor: A person who on rare occasions visits the work zone. All visitors are required to register at the general contractor's office, attend a brief orientation, have the proper PPE, and be escorted while onsite.

CONTRACTOR(S) RESPONSIBILITIES

All contractors shall ensure they are in compliance with all Local, State, and Federal safety regulations in addition to those indicated in this manual. Furthermore, all contractors must comply with the safety procedures outlined in the safety program/manual of the Construction Manager as Agent or General Contractor.

OSHA Inspection Procedure:

The construction manager as agent, construction manager and/or general contractor will inform all subcontractors and the Liberty EHSD of any Federal or State inspection prior to the Site tour. When the contractor receives any and all Federal or State inspection reports, citations, penalties, abatement dates, etc., they shall forward copies to the EHSD within 48 hours of receipt.

Safety Staffing Requirements:

Every Construction Manager as Agent, Construction Manager and General Contractor shall have specific employees who are responsible for the overall safety for the project. One of these individuals must be on the project site anytime work is being performed by either their employees or employees of their subcontractors. **A list of all safety representatives with contact information must be submitted to the Liberty EHSD prior to the commencement of work.** *“Trade Contractors shall provide adequate safety supervision to comply with OSHA requirements and the requirements of this manual. In the event that the Trade Contractor’s operations are repeatedly cited or its employees are exposed to significant hazards, the CM, GC or Owner may require the Trade Contractor to provide a fulltime Safety Professional. This Safety Professional will be on site to monitor and make safety recommendations to the Trade Contractor. In no event shall these recommendations affect the Trade Contractor’s responsibility and liability as defined in this contract. Trade Contractor will be back-charged for the cost of any CM, GC or Owner provided supervision required to elevate the Trade Contractor’s conformance to contract requirements.”*

Project Requirements:

The contractor will collect, maintain, and provide written records to the EHSD or his/her staff as requested for their employees and of every subcontractor. The Construction Manager as Agent, Construction Manager and/or General Contractor will ensure that the appropriate plans and paperwork are being completed and followed.

<u>Requirement</u>	<u>Turn in to Construction Manager or General Contractor</u>
a. Daily Equipment Inspection	Weekly
b. Hot Work Permits	Weekly
c. Written Fall Protection Plans	Before start of work
d. Pre Task Hazard Analysis Worksheets	Weekly
e. Self-Safety Inspections	Weekly
f. Copy of First-Aid and CPR Certificates	Before start of work
g. Critical Lift Plans	72 hours prior to lift
h. Crane assembly and disassembly plans	24 hours prior to operation
i. Structure demolition plans	72 hours prior to operation
j. Safety Data Sheets (SDS)	Before start of work
k. Contractor Safety and Health Program	Before start of work
l. Safety Professional and Designee Qualifications	Before start of work
m. Contractor JHA/AHA Submittals	Before start of work

Communication System:

1. All Safety Professionals and Safety Designees must attend Liberty Safety Staff announced safety meetings with all safety and health representatives on the project. The meetings will focus on overall project safety and health concerns including corrective action and abatement. This meeting can be called at any time by the EHSD or designee (Construction Manager as Agent, Construction Manager or General Contractor Safety Professional and/or Designee). **Attendance is mandatory.**
2. All Program Participant(s) will participate in and cooperate with the Liberty Safety Staff and Construction Manager as Agent or General Contractor Safety Representative in their prime project audit program.

Safety Orientation:

1. The EHSD, Construction Manager as Agent, General Contractor Safety professional or designee will conduct a project specific safety orientation. All personnel who are on the project must attend and complete the safety orientation prior to any work.
2. After successful completion of the orientation each person will be provided a hard hat sticker authorizing them to be on the project. These stickers are provided by the Liberty University Environmental Health and Safety department.
3. Contractor employees may be required to attend additional training/orientations based on their history of program violations.
4. The Liberty Contractor Safety program may require a refresher orientation for projects running for multiple years.
5. The content, frequency and time of the orientation must be approved by the Liberty EHSD.

PROJECT SPECIFIC SAFETY REGULATIONS

Contractors or their employees or agents involved in any unsafe acts or conditions will be directed to cease the activity until the act or condition is corrected. In addition, if a contractor or its subcontractor refuses to correct unsafe conditions, Liberty may correct the situation by using other entities and back charge the contractor or its subcontractor for expenses incurred. The contractor and their sub contractors' employees performing, involved in, or participating in any of the following are in violation of the LU Safety and Health Program and are subject to warnings and/or removal from the job Site. Continued non-compliance will result in the supervisor/project manager/safety designee or safety professional of those operations in question being removed from the project. Any delay costs will be borne by the contractor.

General

1. No audio/visual entertainment devices are allowed on Site, unless required to facilitate construction.
2. Unless otherwise posted, the speed limit is 25 mph on the project Site and 10 mph if the vehicle is within 200 feet of workers. (Subjected to change at the discretion of the EHSD).
3. Daily pre-task planning forms shall be kept in a binder and in the supervisor's vehicle and available for review when requested by the EHSD or designee.
4. Migratory dust shall be controlled.
5. No riders on machinery or equipment.
6. Safety Data Sheets (SDS) shall be in a binder and submitted to the EHSD upon request.
7. The contractor and subcontractors will utilize ground fault circuit interrupters (GFCI) on all electrical outlets.
8. Generators must be the GFCI type, or the GFCI receptacles must be plugged in at the generator and all tools plugged into it.
9. All extension cords used on Liberty Construction sites must be rated 12 gauge heavy duty.
10. Private autos are only allowed at designated locations within the Site and shall have their Hazard Lights on when moving. If such movement occurs in areas of active construction, those vehicles must utilize strobe or rotating beacon lights when working on or beside roadways.
11. All company vehicles shall be identified by the contractor's name and have strobe or rotating beacon lights on while driving on the Site or when working on or beside roadways.
12. Unsafe behaviors or individual actions including, but not limited to, the following, will be grounds for immediate removal from the project.
 - Under the influence: Entering or being found within Liberty Property while under the influence of, or in possession of, intoxicating liquor or controlled substances.
 - Stealing: Unauthorized removal, attempted removal, or possession of property belonging to someone else or to the owner.
 - Fighting or threatening other employees with profane or abusive language.
 - Possession of Illegal or Unauthorized Weapons: Anyone in possession of a firearm must have a state issued concealed carry permit. See Liberty University fire arms policy at <https://www.liberty.edu/police/firearms-on-campus/>.
 - Property Damage: Willful damage to equipment, buildings, or other Liberty property.
 - Unsafe Acts: Actions which place yourself, coworkers, Liberty or their representatives in an unsafe working environment or situation.
 - Horseplay: Scuffling, pranks, wrestling, or throwing material at others.
 - Visiting other Operations: Visiting other operations if work does not require you to do so.
13. Cell phone use can distract from working safely and productively. Cell phone rules are as follows:
 - Personal cell phones are not to be used on construction sites except:
 - To report an injury
 - During an approved break time
 - Use of business cell phones shall not interfere with jobsite safety. Personal calls shall be kept to a minimum.

- Only management and safety staff are permitted to use a cell phone during working hours as long as it does not pose a danger to themselves or others.
- Use of cell phones while driving a vehicle on campus and/or the job sites is prohibited.
- Use of cell phones while operating equipment is prohibited.
- Use of cell phones (or other similar device) with headsets to listen to music while working is prohibited.

Personal Protective Equipment

1. The minimum Personal Protective Equipment (PPE) required at all times while on the project shall include Hard hat, Protective eye wear with side shields meeting the ANSI Z87 standard, Class II Hi Vis Upper garment (or Class III for roadwork), and work boot.
2. Long pants, 4-inch sleeved shirts.
3. Full face shields, in addition to safety glasses, are required for all grinding, chipping, chop saw and chain saw operations.
4. Protective work gloves will be worn while performing all construction work on Liberty University projects. When not working, gloves must be immediately available for use when needed. The specific type of glove is dependent upon the work task. If uncertain what type of glove to use please consult your safety representative. In general, the wearing of cut resistant style gloves is preferred. If the glove used creates an additional hazard due to a particular work task, for example working near rotating equipment, consult your safety representative on what precautions can be taken to reduce risk of injury. Pre Task Planning must document glove use.
5. When it is necessary to flame cut, grind, jack hammer, etc., on materials either suspected of or known to have coatings that contain lead, asbestos or silica then proper safety requirements must be followed in accordance with OSHA standards.

Heavy Equipment Including Cranes and Hoisting Equipment

1. All mobile rubber tired machinery/equipment must have operable backup alarms, running lights and either rotating beacon/strobe lights on at ALL times while machinery is moving.
2. If a crane is not required per OSHA Sub part CC to have an operating anti two block protection device, then it must have a modified anti two block with a warning light system.
3. No crane shall exceed its rated lifting capacity.
4. All hoisting operations, as defined by ANSI B30.5 and hoisting adjacent to traffic, shall have a written lift plan developed should the lifted weight equal 75% or more of the hoist's capacity and it shall be submitted to the EHSD 72 hours before the actual hoisting begins. The EHSD or designee reserves the right to request a lift plan even when lifted weight is less than 75% of the hoist capacity.
5. Riders in trucks are to be seated in a seat and wearing a seat belt while the vehicle is moving.
6. All construction equipment including but not limited to cranes, dozers, and dump trucks shall be in good condition, and meet any legal operating standards.
7. All hoisting operations will halt due to wind speed, either per the manufacturer recommendations or wind speeds 30 mph or greater.
8. All crane operators will be required to have either NCCCO or OECP after November 10, 2014.

9. Off road trucks shall not operate either alongside of, in, or be allowed to cross live traffic without the approval of the Engineer and EHSD.
10. Inspection of hoisting machinery, motorized scaffolds (i.e. hydro mobile and fraco) shall be made annually by a qualified third party inspector before the machine is allowed to be operated on Site and inspection certification submitted to the EHSD prior to use on site.

Traffic Control Including Flagging Operations

1. All employees engaged in night time or low visibility conditions shall wear Type E pants, in addition to the Class III upper garment.
2. Flaggers are required any time construction traffic crosses or interferes with public traffic.
3. The contractor shall provide documentation that the flaggers have been properly trained in the proper procedures for safely moving and processing vehicle traffic around construction activities.
4. Crossing any State or Federal Highway with speeds exceeding 45 mph is prohibited unless approved by the EHSD.
5. All traffic control placement and use will be approved by the Liberty Traffic Engineer.
6. All construction access points which enter public streets shall have a plan developed to address material drag out and vehicle visibility concerns. This will be submitted to the Engineer and the EHSD for approval.
7. Workers who are within 50 feet of a roadway during daytime operations with a speed of 50 mph or more, unless protected by concrete barrier wall, shall wear Class III upper garment. If work is performed at night then add a Type E pants in conjunction with the standard Class III garment.

Night Time Operations

1. All employees engaged in nighttime work shall have sufficient portable lighting available to perform any and all tasks necessary for the duration of the shift.

Working Near or Over Water Operations

1. Cofferdam design shall be submitted to the EHSD prior to operations starting.
2. An emergency action plan shall be submitted to the EHSD prior to operations starting.
3. During night operations, each worker shall have an activated chemical light stick or other active lighting device affixed to their PFD.

Prevention of Falls

- 1) Liberty University requires 100% continuous fall protection for all employees potentially exposed to a fall hazard at heights 6' and greater, measured from the sole of their feet to the ground or next lower level. This rule is fully applicable to Contractors (including subcontractors) at any tier or where a fall would cause impact to any object below. Examples of situation in which the rule applies are:
 - a) Walking and working surfaces
 - b) Sides and edges, including leading edges
 - c) Holes, gaps, or voids (2" or more in smallest dimension)

- d) Roofs (no monitoring system allowed)
 - e) Hoist areas and elevators or mechanical shafts
 - f) Formwork and reinforcing steel
 - g) Ramps, runways and other walkways
 - h) Excavation (if hidden by vegetation or next to a walkway)
 - i) Wall openings
 - j) Scaffolds and boom-supported aerial platforms
 - k) Ladders, unless shorter than 24' and no other hazards present
 - l) Precast or steel erection (no monitoring systems allowed)
- 2) Bridge decking fall protection plan shall be developed and submitted to EHSD.
 - 3) Methods of access to bridge decks shall be documented and submitted to the EHSD upon request. A fall prevention plans shall be developed for the construction of retaining wall type structures and submitted to the EHSD upon request.
 - 4) All trucks and equipment will be in safe and legal operating condition.
 - 5) Any ramp or walkway less than six (6) feet in height, must have a minimum 18 inches width.

Silica Protection Requirements 1926.1153

All contractors that have the potential of exposure to Silica are required to have the following in accordance with OSHA/VOSH regulations:

1. Have a written Respirable Silica Exposure Control Plan before commencing work.
2. Be trained in accordance with OSHA regulations.
3. Comply with Table 1 or Alternate Exposure Control Methods as defined by OSHA Regulations.
4. Have a competent person on site anytime work is being performed.

Public Protection

1. Public traffic shall be protected from all forms of falling debris. A plan for protection of the public shall be developed and submitted to the EHSD for approval prior to implementation.
2. Pile driving adjacent to active public traffic shall have provisions made to prevent oil from spraying into traffic.
3. For all concrete operations that require the spraying of concrete cure, the contractor shall develop and submit a written plan for the prevention of spraying into public traffic or near parking lots.
4. During demolition, operations adjacent to or over public traffic, the construction manager and/or general contractor shall have barriers installed to prevent debris from entering active public traffic.
5. Approaches to areas under construction shall be barricaded sufficiently to restrict access to the general public during non-work periods.

Working Near or Adjacent to Utility Facilities

1. Minimum clearance to overhead utilities shall conform to the latest OSHA requirements or the requirements of the facility owner, whichever is more restrictive.
2. Anytime workers are engaged in activities within 25 feet of an overhead utility line there shall be a ground sign warning workers of the overhead utility line displayed.
3. Storing materials under overhead utility lines is prohibited, unless approved by the EHSD.
4. Before any utilities are cut, the contractor shall obtain verification from the owner of the utility that the utility in question is in fact abandoned and safe to cut.

Security

1. Liberty division of Security & Public Safety and its agents has the right to inspect any motor vehicle and its contents driven onto Liberty Property. Drivers hereby consent to such inspection.
2. Alcohol, drugs, and illegal or unauthorized weapons are not permitted on Liberty property. If such items are identified on the property, authorities will be notified; you will be escorted off the Liberty project Site and may be refused future admittance.
3. Park only in authorized areas.
4. Access is permitted only to your destination or assigned work area (Contractors are not allowed in any LU facility unless they have specific work to perform in that facility).
5. Contractors are not to engage with students unless specifically approached by a student or if their specific job function requires communication with a student (i.e., traffic control).
6. Securing and safekeeping of your property is the responsibility of the property owner. Liberty/Insurance Carrier assumes no risk of liability.
7. Report unusual or suspicious activity to the Liberty Police Department and the EHSD.

NON-COMPLIANCE TO SAFETY STANDARDS

In an effort to ensure compliance to this program and all other referenced and most current OSHA standards, Liberty hereby reserves the right to remove individuals or entire contractors from the project if identified safety issues are not corrected. Liberty University Environmental Health & Safety can make no notice inspections at any time and will document all violations. Any violations that are immediately dangerous to life and health will be stopped and corrections made immediately before work continues.

When a job site is inspected a report will be generated and provided to the contract manager and/or general contractor safety representative and designees, as well as to the Planning and Construction department of Liberty University. At the end of the project, if requested by the Vice President of Planning & Construction, a project a report, summarizing all safety issues identified will be presented to the VP of Planning & Construction with an overall safety assessment of the General Contractor and all Sub contractors. This report will include recommendations of whether or not the contractor should be allowed to continue to bid on Liberty projects based on safety performance. Liberty University executive management will then determine whether a contractor may continue to bid on future projects.

To help ensure compliance to this program and all other referenced and most current OSHA standards, Liberty hereby implements this procedure of non-compliance to all contractors and subcontractors working on this project.

Violation Process: (the disciplinary actions shown below are subject to discretion of the Liberty EHSD and may include barring the violator from the Site based on severity of the offense subject to governing terms of any contracts and agreements). Depending on frequency, severity or particular situation, the EHSD reserves the right to move directly to a second or third offense with no previous warning.

1. 1st offense – general contractor is given a verbal warning – written record kept, unless a trade specific contractor is working directly for Liberty University. In this situation the warning is given directly to the specific trade contractor.
2. 2nd offense – General Contractor is given a written warning and/or is fined, unless a trade specific contractor is working directly for Liberty University. In this situation the warning and/or fine is given directly to the specific trade contractor.
3. 3rd offense – General Contractor is fined and the Sub-Contractor employee(s) will be removed from the project, unless a trade specific contractor is working directly for Liberty University. In this situation the trade specific contractor is fined and that contractor’s employee(s) are removed from the project.
4. Fines and penalties established in this manual shall be imposed at the sole discretion of the EHSD.

Project Fine Schedule:

<u>Violation</u>	<u>Fine</u>	
	<u>2nd Violation</u>	<u>3rd violation</u>
Speeding in work area	\$ 200	\$ 400
PPE	\$ 200	\$ 400
Dress Code	\$ 200	\$ 400
GFCI	\$ 200	\$ 400
Damaged Cords	\$ 200	\$ 400
Riding in Bed of Truck	\$ 200	\$ 400
Machine Guarding	\$ 200	\$ 400
Seatbelts	\$ 200	\$ 400
Failure to timely report injuries within the first 24 hours	\$ 100 per day	\$2,000
Speeding on campus roads or parking lots	\$1,000	\$2,000
Improper Use of Ladder	\$1,000	\$2,000
Visitor Procedure	\$2,000	\$4,000
Improper Confined Space Entry	\$2,000	\$4,000
Personal Fall Protection	\$2,000	\$4,000
Removing Guardrail (without replacing)	\$2,000	\$4,000
Improper Hole Covering (removing hole cover)	\$2,000	\$4,000
Housekeeping	\$1,000	\$2,000
Improper Trench Protection	\$2,000	\$4,000
Improper Scaffolding (and procedure)	\$3,000	\$6,000
Improper Flagging/Barricading	\$3,000	\$6,000
Entering Demolition Areas	\$3,000	\$6,000
Other Program Violations Not Listed Here	\$ 200 – \$3,000	\$6,000

The LU EHSD is responsible for assessing fines to all contractors. The General Contractor is responsible for all sub-contractors, and will be fined for their violations. If a trade specific sub-contractor is working directly for Liberty University, then that specific contractor will be responsible for their own fines. All fines are at the discretion of the LU EHSD. All fines are required to be paid directly to the Owner.

All Payments are to be made directly to the Owner as follows:

Payable to: Liberty University and submitted to the Liberty Environmental Health & Safety Department.

EMERGENCY ACTION PROCEDURES:

Emergencies may arise at any time with the potential to cause loss to people and property. Advanced planning for emergencies is the only way to minimize the negative impact of the event. Project specific procedures and access points for emergency vehicles will be developed and updated during the course of the project as conditions warrant. Contractor shall provide and maintain designated emergency access points. Such points shall be adequately marked by signage in order for emergency vehicles to easily identify and understand each entry point onto the job site. Contractors are required to communicate to the necessary authorities as access is changed or modified during the course of the project.

Emergency Evacuation Procedure

*** Note*** Emergency points of contact must be provided to the EHSD prior to the commencement of work. Multiple contacts are required so that immediate and adequate emergency actions can be communicated in a timely fashion.

In the event of an emergency such as a bomb threat, fire, explosion, etc. that requires the evacuation of the job site, the following procedures shall be followed:

1. LU Environmental Health and Safety, LU Security and Public Safety, or LU Planning and Construction will notify the contractor and they will notify their subcontractors of the need to evacuate the project site.
2. Once the evacuation signal is given, the contractor and all subcontractors shall immediately cease work. All equipment will be shut down and secured as quickly as possible. All personnel will then exit the site in an orderly manner, leaving nonessential personal belongings behind and proceed to the designated evacuation area gathering site.
3. The contractors and their subcontractors, project managers, and superintendents will be responsible for obtaining a head count of their employees. Any missing individual(s) will be reported to LU Security and Public Safety, LU Environmental Health and Safety and LU Planning and Construction immediately.
4. Contractor or any subcontractor's employees will not re-enter the project Site until LU Police Department, Emergency Management or Environmental Health and safety has communicated authorization to re-enter.
5. The contractor and all subcontractors will be formally advised of all Site emergency procedures, and it will be their responsibility to inform and train their employees in these procedures.

Severe Weather

Should weather conditions such as severe electrical storms, tornadoes, etc., develop around or near the project which could cause work conditions to become unsafe or hazardous, the following procedures will

be followed:

1. The general contractor shall monitor the weather in the area by use of a weather alert radio, computer, etc.
2. Should conditions warrant a cessation of work activities, LU Environmental Health and Safety, LU Planning & Construction, or general contractor will notify all affected personnel. The contractor and all subcontractors shall immediately secure their work site and evacuate to a designated safe area. Furthermore, if Liberty University is aware of a pending weather hazard the University warning system will go off advising personnel to take shelter. Additionally, when the hazard has passed the alert horn will sound advising personnel that it is all clear to return to normal activities.
3. Should the project or certain work activities be shut down due to severe weather conditions LU Police Department, LU Environmental Health and Safety, LU Emergency Management or LU Planning & Construction will notify all affected parties as to when it is safe to resume their operations.

INJURY/INCIDENT INVESTIGATION AND REPORTING

Personal Injury

All injuries must be reported to the general contractor and LU Environmental Health and Safety **immediately**. An individual who suffers a work related injury requiring medical treatment and/or emergency transport will require an incident investigation. In this event, the general contractor will:

1. Secure the incident scene.
2. Not disturb the incident scene unless it is in the best interests of the injured party or property that certain things be moved. However, it is extremely important that nothing be moved if possible. **Record the site photographically, if possible, prior to altering the original scene.**
3. **If law enforcement or EMS is necessary, provide an assessment of the possible hazards and submit the scene to their control until such time as their investigation is complete.**
4. Take statements from each individual who was an actual eyewitness to the incident.
5. Do a detailed incident investigation report.
6. Provide copies of all data collected from the investigation to the EHSD within 24 hours.

Property Damage

All property damages, including but not limited to utilities, vehicles, or buildings shall be reported **immediately** to the EHSD. If property damage occurs the contract manager or general contractor must:

1. Secure the incident scene.
2. Not disturb the incident scene unless it is in the best interests of the damaged party that certain things be moved. However, it is extremely important that nothing be moved if possible. **Record the site photographically, if possible, prior to altering the original scene.**
3. **Protect property from additional damage if possible.**
4. Take statements from each individual who was an actual eyewitness to the incident.

5. Complete a detailed incident report.
6. Provide copies of all data collected from the investigation to the EHSD within 48 hours.

Revisions Tracking

REVISION NUMBER	REVISION DESCRIPTION	REVISION LOCATION	DATE REVISED	Revision by:
00	Original		1/30/17	Greg Bennett & Vickey Jaynes
01	Clearly defined who is responsible for fines. Changed from GC to Liberty EHSD	Pg. 14 Bottom Paragraph	9/7/17	Greg Bennett
02	Changed HES to EHS and changed Health & Environments Safety to Environmental Health and Safety. Added Mr. Sloan as approved signer on front letter page.	Throughout document.	9/27/18	Greg Bennett
03	<p>If a sub-contractor is working directly for Liberty University then they are directly responsible for the implementation and enforcement of the Project's Safety and Health requirements.</p> <p>Changed Chief Contractor to General Contractor and Prime Sub-Contractor as just Sub-Contractor and added that GC is responsible for safety on the job site. Added the sub-contractor is responsible for any other subs that they contract with. All sub-contractors are responsible for managing safety of their employees and any sub-contractor they employee to do work on the project.</p> <p>Removed - Different stickers will be used for each project. This will be implemented and maintained by the Construction Manager as Agent, Construction Manager and/or General Contractor.</p> <p>Added – After successful completion of the orientation each person will be provided a hard hat sticker authorizing them to be on the project. These stickers are provided by Liberty University Environmental Health and Safety department.</p> <p>Section 12 Dangerous weapons: In possession of firearms or dangerous weapons while /inside the Liberty Property.</p> <p>Changed To: Possession of Illegal or</p>	<p>Pg. 2</p> <p>Pg. 5</p> <p>Pg. 8</p> <p>Pg.9</p>	2/18/21	Greg Bennett

	<p>Unauthorized Weapons: Anyone in possession of a firearm must have a state issued concealed carry permit. See Liberty University fire arms policy at https://www.liberty.edu/police/firearms-on-campus/.</p> <p>Heavy Equipment Including Cranes and Hoisting Equipment, Line 4 Added: The EHSD or designee reserves the right to request a lift plan even when lifted weight is less than 75% of the hoist capacity.</p> <p>Security 1. Liberty, its agents or the EHSD will have the right to inspect any motor vehicle and its contents driven onto Liberty Property. Drivers hereby consent to such inspection.</p> <p>Changed to: Liberty division of Security & Public Safety and its agents has the right to inspect any motor vehicle and its contents driven onto Liberty Property. Drivers hereby consent to such inspection.</p> <p>2. Alcohol, drugs, firearms, and dangerous weapons are not permitted on Liberty property.</p> <p>Changed to: Alcohol, drugs, and illegal or unauthorized weapons are not permitted on Liberty property.</p> <p>NON-COMPLIANCE TO SAFETY STANDARDS When a job site is inspected a report will be generated and provided to the contract manager and/or general contractor safety representative as well as to the Planning and Construction department of Liberty University.</p> <p>Added: safety representatives and designees.</p> <p>At the end of a project a report, summarizing all safety issues identified will be presented to Planning & Construction with an overall safety assessment of the General Contractor and all Prime Sub contractors.</p>	<p>Pg. 10</p> <p>Pg. 13</p>		
--	---	-----------------------------	--	--

	<p>Changed to: At the end of the project, if requested by the Vice President of Planning & Construction, a project report, summarizing all safety issues identified will be presented to the VP of Planning & Construction with an overall safety assessment of the General Contractor and all Sub contractors.</p> <p>1st offense – worker and contractor are given a verbal warning – written record kept.</p> <p>2nd offense – General Contractor or Prime Sub-Contractor is given a written warning and/or is fined.</p> <p>3rd offense – General Contractor or Prime Sub-Contractor is fined and the employee (s) will be removed from the project.</p> <p>Changed to:</p> <p>1st offense – general contractor is given a verbal warning – written record kept, unless a trade specific contractor is working directly for Liberty University. In this situation the warning is given directly to the specific trade contractor.</p> <p>2nd offense – General Contractor is given a written warning and/or is fined, unless a trade specific contractor is working directly for Liberty University. In this situation the warning and/or fine is given directly to the specific trade contractor.</p> <p>3rd offense – General Contractor is fined and the Sub-Contractor employee(s) will be removed from the project, unless a trade specific contractor is working directly for Liberty University. In this situation the trade specific contractor is fined and that contractor’s employee(s) are removed from the project.</p> <p>Liberty University Environmental Health & Safety is responsible for assessing fines to General Contractors and/or Trade Contractors (Prime Sub Contractors and lower tier subs and will require them to pay directly to the Owner).</p> <p>Changed to: The LU EHSD is responsible for assessing fines to all contractors. The General Contractor is responsible for all sub-contractors, and</p>	<p>Pg. 14</p>		
--	---	---------------	--	--

	<p>will be fined for their violations. If a trade specific sub-contractor is working directly for Liberty University, then that specific contractor will be responsible for their own fines. All fines are at the discretion of the LU EHSD. All fines are required to be paid directly to the Owner.</p> <p>Emergency Evacuation Procedure 1. The EHSD, Engineer, or designee will notify the contractor and they will notify their subcontractors of the need to evacuate the project site.</p> <p>Changed to: 1. LU Environmental Health and Safety, LU Security and Public Safety, or LU Planning and Construction will notify the contractor and they will notify their subcontractors of the need to evacuate the project site.</p> <p>3. The contractors and their subcontractors, project managers, and superintendents will be responsible for obtaining a head count of their employees. Any missing individual(s) will be reported to the EHSD, Engineer, or designee immediately.</p> <p>Changed to: The contractors and their subcontractors, project managers, and superintendents will be responsible for obtaining a head count of their employees. Any missing individual(s) will be reported to LU Security and Public Safety, LU Environmental Health and Safety and LU Planning and Construction immediately.</p> <p>4. Contractor or any subcontractor's employees will not re-enter the project Site until the EHSD, Engineer, or designee communicate authorization to re-enter.</p> <p>Changed to: Contractor or any subcontractor's employees will not re-enter the project Site until LU Police Department,</p>	<p>Pg. 15</p>		
--	---	---------------	--	--

	<p>Emergency Management or Environmental Health and safety has communicated authorization to re-enter.</p> <p>Severe Weather</p> <p>2. Should conditions warrant a cessation of work activities, the EHSD, Engineer or contractor will notify all affected personnel.</p> <p>Changed to: Should conditions warrant a cessation of work activities, LU Environmental Health and Safety, LU Planning & Construction, or general contractor will notify all affected personnel.</p> <p>3. Should the project or certain work activities be shut down due to severe weather conditions the EHSD, Engineer, or designee will notify all affected parties as to when it is safe to resume their operations.</p> <p>Changed to: Should the project or certain work activities be shut down due to severe weather conditions LU Police Department, LU Environmental Health and Safety, LU Emergency Management or LU Planning & Construction will notify all affected parties as to when it is safe to resume their operations.</p> <p>Personal Injury All injuries must be reported to the general contractor and EHSD <u>immediately</u>.</p> <p>Changed to: All injuries must be reported to the general contractor and LU Environmental Health and Safety <u>immediately</u>.</p>	Pg. 16		
04	Changed safety toed footwear to work boot.	Pg. 10, PPE, Line 1	06/09/21	Greg Bennett
	Added – (Contractors are not allowed in any LU facility unless they have specific work to perform in that facility).	Pg. 13, Security, Line 4		

	Contractors are not to engage with students unless specifically approached by a student, or if their specific job function requires communication with a student (i.e., traffic control).	Pg. 13, Security, Added new line, line 5.		
	Add LU Picture and changed LU EHS logo.	Pg 1 Cover Page		