

**Oakland University  
Environmental Health and Safety  
Guidelines  
for Vendors, Contractors  
and Subcontractors**

**ACKNOWLEDGMENT**

I understand the guidelines presented in this document, acknowledge that it is the obligation of this company (as a contractor to OU), and confirm that it is within my authority to ensure that all of the employees and subcontractors of this company comply with the rules and regulations referenced herein. I understand that these guidelines do not nullify or limit local, state or federal regulations.

Acknowledged by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

I have reviewed this document with the Contractor of the Company identified above:

OU Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Duration of work/svc: \_\_\_\_\_

Work to be performed: \_\_\_\_\_

MSDS Available Upon Request (circle one): Yes    N/A

**Contractors:** *detach, sign and hand-deliver this form to OU Contact prior to beginning work.*

**OU Contact :** *review applicable sections with Contractors and co-sign.*

***Maintain the original with the project file.***

*(Detach form here)*

**Guide to  
Environmental Health  
And Safety**

**For  
Vendors, Contractors  
and Sub-contractors**



Office of Environmental Health & Safety  
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**Revised October 2011**

## Welcome to Oakland University!

Vendors, contractors and subcontractors who perform services at Oakland University (OU) must comply with all federal, state and local regulations pertaining to occupational health and safety AND protection of the environment.

In the state of Michigan, Occupational Safety and Health for Construction and General Industry is regulated by the Michigan Occupational Safety and Health Administration or MIOSHA. Environmental Protection is regulated by the Michigan Department of Environmental Quality or MDEQ. In addition, compliance with local and federal codes and acts may be required.

These guidelines are considered the minimum requirements and OU may opt to impose more stringent requirements based on the nature of the work involved and potential for hazards.

OU has the right and the responsibility to suspend or terminate any contractor/subcontractor activities if OU's Office of Environmental Health and Safety (EHS) has reason to believe that one or more of these regulations is being violated. The following guidelines are provided to assist OU contractors to recognize and acknowledge their environmental, health and safety obligations when performing activities on campus. The guidelines herein do not nullify or limit any local, state or federal regulations.

### Emergency Notification

Our campus is geographically located in the city of Auburn Hills and the city of Rochester Hills. The University is served by a dedicated police department, the Oakland University Police Department or OUPD. The OUPD includes sworn officers and an emergency dispatch center. Both operate 24 hours, 7 days. Emergency fire and EMS services are dispatched through the OUPD and provided by local municipalities.

In the event of an EMERGENCY, contractors are advised to notify the Oakland University Police Department Dispatcher immediately by dialing: **248-370-3333**

In the event of a NON-EMERGENCY, construction or project-related incident, contractors are advised to notify the Oakland University Work Control Center (M-F from 8 am to 5 pm) by dialing: **248-370-2381**

### REMINDERS AND DISCLAIMERS

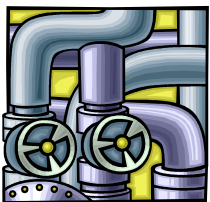
**Know your evacuation route at all times!**

**Report ALL injuries, accidents and/or (non-negligible) hazardous material spills.**

**Wear the proper personal protective equipment at all times.**

**The guidelines in this document do not nullify or limit any local, state or federal regulations.**

**The guidelines in this document are intended to highlight the type of EH&S concerns that commonly apply to contracted activities on OU's campus; they are in no way intended to be comprehensive of all regulatory requirements that apply to contractors.**



## Asbestos

In compliance with [MIOSHA Part 602](#) and [Part 305](#), prior to the start of any construction activities, OU will abate known asbestos containing materials (ACM) and advise contractors of abatement and/or sampling/survey results.

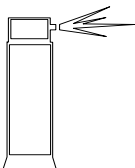
In the event that contractors become aware of the presence of a presumed asbestos containing material (PACM) during their work activities, **work must be immediately suspended** pending an investigation by OU.

**Under no circumstances** should contractors or subcontractors abate or handle PACM unless they maintain the proper certifications and training to perform asbestos-related work activities **AND** OU has explicitly requested these services, and confirmed training/licensure.

## PCBs

Contractors working with older fluorescent light fixtures should have appropriate knowledge and training required to work with or around light ballasts. This includes knowledge of hazard recognition and safe work practices.

Unless clearly marked with the words **“No PCBs”** or **“Non-PCB,”** the ballast is assumed to contain a PCB small capacitor. If prior arrangements have not been made, the OU Contact will notify the appropriate OU staff to assist with proper handling of waste ballasts.



## Chlorofluorocarbons (CFCs)

Contractors working on refrigeration systems, air conditioning units or any other type of CFC-containing equipment shall not vent CFCs to the atmosphere. In compliance with Clean Air Act requirements, if CFCs must be released, contractors shall recover CFC gases for recycling in proper CFC recovery units.

# OCCUPATIONAL HEALTH AND SAFETY

## Accidents and Injuries

In the event of an accident or injury (to **any** individual). Appropriate emergency response should be notified immediately. In addition, verbal notification of the accident or injury should be made to Work Control Center and/or OU Contact.

Contractors are required to submit written notification of an accident or injury to the OU Contact via the completed **“Contractor Incident Report Form”** (available at [www.oakland.edu/ehs/](http://www.oakland.edu/ehs/)) **within 24 hours.**

Oakland University reserves the right to suspend or terminate work activities if the *Contractor Incident Report Form* is not completed and returned within 24 hours, is not completed in its entirety, or if health and safety deficiencies reflected in the report are not corrected to the satisfaction of University representatives.



## Personal Protective Equipment (PPE)

Contractors are responsible to provide appropriate (per 29CFR Part 1910 Subpart I) PPE to their employees and ensure its proper use at all times.

## Head Protection

Contractors shall ensure that protective headgear or Class A or B is issued to and worn by any employee present in areas where a hazard exists from falling or flying objects or where there is a risk of injury from electric shock in compliance with MIOSHA [Part 33](#)

## Reflectorized (High Visibility) Vests and Apparel



Contractors shall ensure that employees on foot who are exposed either to traffic (vehicles using campus roadways) or to construction vehicles or equipment while working within the rights-of-way of campus parking lots and roadways wear Class 2 or Class 3 high visibility apparel. For more information consult MIOSHA Fact Sheet **“Working Safely on Roadways”**

## Hazard Communication

### (Michigan Right-to-Know Law)

***The Michigan-Right-to-Know Law requires that contractors maintain at their job sites the Material Safety Data Sheets (MSDS) for all hazardous materials brought onto campus in compliance with MIOSHA Standards Part 42, 92 and 430.***



Copies of these MSDS must also be provided to the responsible OU contact (i.e. Project Manager, etc.) no less than two weeks prior to the onset of work activities; OU Contacts should maintain copies of the MSDS with the project material. Failure to submit MSDS may result in the suspension of work activities until the MSDS are obtained. If contractors shall be working with hazardous products, it is their responsibility to notify and update their OU Contacts of a) their proposed work schedules, b) what to expect in terms of noises/odors, and c) how to access MSDS. ***Careful consideration should be given to building occupancy, proximity to air intakes, and the need for increased mechanical ventilation during construction activities.***

OU Contacts should communicate all relevant information to EHS and any OU departments/personnel that may be affected by work activities. Contractors must also be able to demonstrate that their employees have received Hazard Communication Training (i.e. Michigan Right-to-Know), and thereby possess a broad understanding of “MSDS language.”

Contractor-owned chemical containers must be **secured, labeled with the product name and hazards, and stored appropriately.** If contractors are working with/around OU-owned hazardous products, EHS will provide associated MSDS upon request.



### Scaffolds and Scaffold Platforms

Scaffolds and Scaffold Platforms must be in compliance with [MIOSHA Construction Industry Standards Part 12](#) and/or MIOSHA General Industry Standards, [Part 5](#), as applicable.

***Responsible OU Contact must provide EHS written information relative to the nature of the project and the type of scaffold and scaffold equipment proposed for use PRIOR to the start of any construction or maintenance activities.***

## Transportation of Hazardous Materials

Contractors transporting hazardous materials (e.g. reclaimed materials, chemicals, fuels, oils, concrete) to and from OU must follow all applicable DOT regulations. This includes proper shipping papers, placarding, material segregation and weight limits.



### Hazardous Materials

In addition to complying with the Michigan Right-to-Know Law contractors must use and store hazardous materials in accordance with all local, state and federal regulations including MIOSHA [Part 8](#), [Part 18](#) and the [Michigan Flammable and Combustible Storage Rules](#). Special attention must be paid to the segregation of incompatible materials, set-back requirements and the handling/storage of flammable and/or volatile materials. Access for emergency response personnel must be maintained at all times. At the end of each work day, hazardous materials must be properly secured, labeled and stored in OSHA approved containers. If not removed from OU property at the end of a work period, materials and containers must be placed in locations authorized by OU Contacts.

### Waste Disposal

Contractors are responsible to provide trash containers and fund the removal/disposal of construction debris and general trash. Contractors are also responsible for the proper collection, labeling, transporting, manifesting and disposal of polluting or hazardous wastes such as solvents, paints, oil or antifreeze (and rags contaminated with any of these materials), per 40 CFR Part 261 and Michigan Act 64. Copies of all manifests should remain available for EHS review upon request.

**Under NO circumstances** may hazardous wastes be disposed of in university-owned dumpsters, waste containers, drains or sewers, or drained onto roads, parking lots, ditches, wetlands, dirt piles or other soil.

## ENVIRONMENTAL PROTECTION

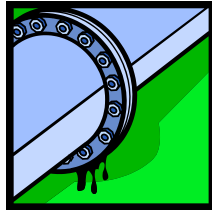


### Sinks, Drains and Sewers

Use of any OU sinks, drains or catch basins for the washing of equipment, tools or supplies, or the disposal of **any** liquids, (excluding consumable products and hand-soap/water) is prohibited without the express permission of EHS. This restriction applies to all sinks (including water fountains) in laboratories, offices and maintenance areas. Additionally, no polluting or hazardous liquids (such as motor oils, cleaners, solvents, paints, diesel fuels, antifreeze, etc.) may be drained onto roads, parking lots, ditches, wetlands, dirt piles or other soil, or into storm or sanitary sewers.

### Spills and Discharges

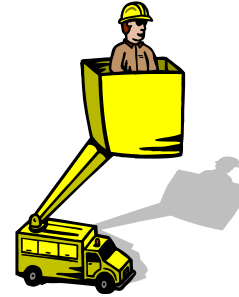
Contractors must immediately report any activities that involve spills or discharges of hazardous materials or any material to drains, sewers, roads, parking lots, ditches, wetlands, dirt piles or other soil utilizing appropriate Emergency Notification Procedures as outlined in this document.



### Soil and Debris

Contractors encountering any contaminated soil or buried debris during excavation or grounds maintenance must immediately notify their OU Contact. These materials may not be moved/removed until approved by EHS.

### Aerial Work Platforms



In order to operate aerial work platforms (AWPs), contractors must comply with all requirements of [MIOASHA Part 32](#) and/or [MIOASHA Part 58](#). Contractors will ensure that their employees 1) have received formal instruction in AWP inspection and operation, and have been issued the appropriate permit; 2) have current aerial work platform permits **onsite**; and 3) have been trained in, issued and use all appropriate fall protection equipment (ref [MIOASHA Part 33](#), Rule 3390 and/or [MIOASHA Part 45](#)

***Please note: In accordance with Rule 3207, Subrule 5: A permit to operate an aerial work platform is valid only when performing work for the employer who issued the permit. A permit shall be issued for a period of not more than 3 years.***

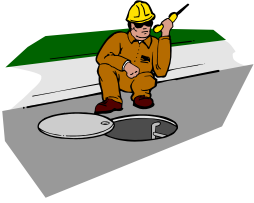
### Ladders

Contractors are responsible to supply their own ladders and ensure all use of ladders on campus comply with MIOASHA [Part 11](#) and/or [Part 4](#).

When used as accesses to elevated work areas, ladders must extend at least three feet beyond the platforms. If using a ladder in or over a doorway, the area must be barricaded and signed. Ladders should be placed on a substantial and stable base and not be loaded beyond rated carrying capacity.

Manufactured portable ladders shall be limited to those classified as type IA or type I, should NOT be painted with an opaque material so as to obscure warning labels and must be inspected before each use. Ladders that are found to have any faults or defects shall be immediately tagged "**DANGEROUS—DO NOT USE**" and removed from service.





## Confined Spaces

Prior to working in confined spaces on campus, contractors must have their written Confined Spaces Program and Permit System reviewed and approved by the Office of Environmental Health and Safety. Contractors must provide their own atmospheric testing, personal protection, ventilating and rescue equipment as required. Contractors should seek information from OU on any known hazards of the confined spaces to be entered. Permits must be posted in accordance with regulatory requirements and OUPD must be notified prior to entering any OU confined space.



## Compressed Gas Cylinders

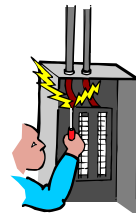
Compressed gas cylinders belonging to contractors must be properly segregated and secured (with chains or similarly reliable restraining devices) to wall or floor mounted support systems and/or cylinder storage racks when not in transit in accordance with MIOSHA [Part 69](#) and/or MIOSHA [Part 7](#), Rule 721, 722 and 723.

Protective caps must be in place during transit (per DOT requirements), or when not in use.

## Control of Hazardous Energy and Electrical Installations

Contractors must follow all lockout/tagout requirements of MIOSHA Part 85 (which adopts 29 CFR 1910.147 by reference). Contractors must provide their own lockout/tagout supplies, and be able to demonstrate that their employees have received formal instruction in “lock-tag-try” procedures. Copies of contractors’ written Lockout/Tagout Programs should be available on request.

Construction activities that involve electrical work must comply with the requirements of MIOSHA [Part 17: Electrical Installations](#).



## Excavations, Trenching & Shoring

All operations must comply with MIOSHA [Part 9](#). Minimum requirements as follows: 1) The side of an excavation more than 5 feet deep shall be sloped as prescribed in table 1 ([Part 9](#)); 2) When benching the side of an excavation, the vertical rise shall not be more than 5 feet and the step back shall extend at least to the angle or repose, laid back to a stable slope, or some equivalent means of protection; 3) Protection shall be provided for a trench of any depth where employees may be exposed to hazardous ground movement; 4) If different textured soils are encountered in the excavation, it must be shored, sheeted, braced, sloped or otherwise supported, in accordance with [Part 9](#); 5) An excavation of more than 48 “ (4 feet) that is occupied by an employee shall be provided with an adequate means of exit (e.g. ladder or steps) shall be provided and located so as to require no more than 25 feet of lateral travel; 6) All excavations must be protected by barricades a minimum of 42 inches high; 7) An employee who is routed from a sidewalk or walkway into a roadway to detour the excavation shall be protected on both sides by guardrails or barricades as prescribed in MIOSHA [Part 45](#).



## Hot Work Permits

Any and all “hot work” (e.g., soldering, torching, brazing, welding) performed on campus and outside of a designated hot work/welding area must be monitored using a “Hot Work Permit”. Detailed information on OU’s Hot Work Program is available at the EHS website ([www.oakland.edu/ehs](http://www.oakland.edu/ehs)). The [Hot Work Permit](#) is available for download.

## Housekeeping

Contractors will regularly (per agreement with OU) ensure that 1) excess material/trash are removed from work sites; 2) passageways (e.g. sidewalks, hallways) are cleared of obstructions; 3) equipment is shut down and secured; and 4) barricades are erected where necessary (as determined by OU).

