

Roger Williams University Contractor Protocols

All contractors are responsible for performing their work on University property in conformance with all environmental, health, and safety laws and regulations. Contractors shall be subject to provisions of these Contractor Protocols, which have been prepared for the protection and safety of Roger Williams University students, staff, faculty, neighbors, and authorized visitors to RWU-controlled properties. The Contractor Protocols shall be provided to contractors to communicate the availability of hazard information for University properties and to outline the Universities safety and environmental procedures.

Introduction

While working at RWU, it is your responsibility to ensure that your work is performed so as to protect our students, staff, faculty, neighbors and property. To fulfill this responsibility, RWU expects that you will comply with these safety guidelines and other project-specific safety and environmental procedures that may apply (e.g., other contractual documents with RWU, your company's rules, and local, state and federal laws and regulations).

Visitor Policy

RWU is a private educational institution that values the entire community; we are committed to providing a healthy and safe environment for this community as well as our authorized visitors, which includes contractors. In order to maintain this goal RWU reserves the right to ask any visitors to leave the property if our policies and procedures are not being embraced and maintained.

Vendor Identification Card Policy

There are three types of Vendor ID cards that will be issued to you or your company. Passes must be obtained from the contracting department prior to commencing work on the campus.

- **Day Vendors:** IDs are picked up and returned to the RWU Project Representative at the start and end of each day.
- **Long Term Project Vendor:** Vendors who will be onsite for a period of one week or longer to perform a project. IDs will be issued by Project Representative and returned at the end of the project date.
- **Routine Service Vendor:** IDs will be distributed by RWU contracting department who will maintain a list of which vendors are in possession and number of IDs distributed.

Competent Person Requirement

For long term projects (one week or longer), the contractor shall identify a qualified competent person. The competent person is responsible for the day-to-day implementation and maintenance of the contractor's site safety plan. The competent person will provide the RWU Project Representative with copies of minutes of all safety meetings and safety inspections that deal with work carried out under the contract.

Background Checks

Contractor and Subcontractors shall perform adequate background checks on any and all individuals working at the site and shall not permit convicted felons or registered sex offenders to work at the site without prior written approval.

Behavior

All contractors, subcontractors, sub-subcontractors and their employees and suppliers shall behave in a respectful, courteous and safe manner. Abusive, harassing and lewd behavior, verbal or physical, is prohibited. Please respect this campus.

Code of Conduct

All workers on the project are required to conduct themselves in a professional manner. Abusive or obscene language or racial or sexual comments directed toward any individual will not be tolerated. No obscene gestures, whistles, comments, etc. will be allowed. No soliciting or harassment of students, faculty or staff will be tolerated and shall be grounds for immediate and permanent removal from the project.

RWU reserves the right to have any worker barred from the campus for cause:

- Firearms are prohibited.
- Use of alcohol or drugs on the campus is prohibited.
- Smoking or use of tobacco products is restricted to areas designated by RWU.
- Smoking is prohibited in all campus buildings. Those who choose to smoke must do so outside only in designated smoking areas and dispose of trash appropriately. Any smoking by contractor employees is to be done on their own time. Time spent smoking is not billable time.
- Appropriate attire, shirts, shoes, and PPE, in compliance of OSHA requirements, must be worn while working on site.
- Use of RWU's facilities is strictly prohibited with the exception of permission granted by RWU Project Manager or Coordinator for use of restrooms and lunch facilities.
- Radios for playing music, etc. are prohibited.
- No unnecessary noise (equipment idling, use of engine brakes) is permitted.

Activities at RWU continue year round. Compliance with RWU campus calendar and events is required. This may include minor work interruptions, and/or periods that certain work activities that are deemed to be disruptive to the campus, may have to temporarily cease.

Work Hours

All Trade Contractors shall adhere to the hours of operation, which has been established as between 7:00 am to 7:00 pm, Monday through Friday. **Work within Residence Halls may not begin before 9:00 am. Trade contractors must also adhere to all Town of Bristol or Town of Portsmouth's ordinances. Weekend work hours require prior authorization from the owner as will any work performed outside the hours of operation.**

Rest Rooms and Lunch Facilities

Contractors may use only RWU authorized restrooms and lunch facilities if/when the RWU Project Representative has designated specific ones for contractor use during a scheduled project. On certain larger projects, contractors will be required to provide and use portable toilets maintained by the contractor.

Housekeeping

Contractors must maintain good housekeeping while on RWU property. Contractors must keep work areas neat, clean, orderly, and free of excess trash and debris, and never block walkways, stairs, exits, or create a tripping hazard. Contractors must always cover and/or replace guardrails around open holes, trenches, or excavations into which RWU students, staff or faculty may fall. Poor housekeeping on a job site may lead to an increased potential for safety hazards and increased incidence of accidents and chemical spills. When a project is completed, the job site must be left neat, clean and orderly, secure and free of recognized hazards.

Accident, Injury or Illness

After notifying the appropriate emergency agency (e.g., local emergency at 911 and RWU Public Safety at 254-3333), work-related injuries and illnesses must be immediately reported to the RWU EHS Office at (254-3494) or the Project Manager who in turn will notify the Department of EHS. Contractors shall also promptly report to RWU any accident or near miss which results or could have resulted in injury or property damage. Any notice to RIOSHA for a fatality or catastrophe involving contractor employees is the responsibility of the contractor.

Equipment

Contractors shall ensure that all equipment brought onto college property is in safe working order, all safety features are functioning, and the equipment is maintained in this condition. The contractor is responsible for the security of its own equipment.

All Contractor-owned equipment shall be removed from RWU property immediately upon completion of the work unless otherwise agreed upon. Each Subcontractor is solely responsible for security within the construction fence and for all their equipment, vehicles, materials and work while on RWU property.

Tools & Equipment

Contractors will provide all necessary equipment for their employees to conduct the project work safely. This equipment includes, but is not limited to, ladders, scaffolding, lifts, power and hand tools, extension cords and personal protective equipment. Also see the “RWU Equipment Use” section below.

Hazard Communication, Hazardous Materials, Emergency Response

All vendors will advise RWU in advance of any hazards associated with the planned project work.

It is the contractor's responsibility to develop, implement and maintain its own Hazard Communication Plan that complies with the Right To Know Law OSHA 29 CFR 1910.1200. The contractor shall submit an inventory of all hazardous chemicals that are brought on-site with accompanying MSDSs to the RWU Project Manager. The contractor shall ensure that all containers that are brought to campus for the storage of hazardous chemicals are properly labeled and inspected. The contractor shall remove all hazardous chemicals that it brings on-site when work involving a specific hazardous chemical is complete. When a project is complete, no contractor owned chemicals shall be left on campus.

The RWU Project Representative Manager must be informed of materials and substances with strong odors, or those that are hazardous. These can result in complaints and concerns from students, staff and faculty, so efforts must be made to protect the RWU community from any possibility of hazardous chemical exposure.

The contractor is responsible for providing general awareness training for its employees on how to identify suspect asbestos-containing material (ACM) if found during work activities. The contractor will notify the RWU EHS Office (254-3494 or 254-3781) in the event that suspect ACM is discovered and/or may be disturbed during work activities.

The contractor must provide the RWU Project Representative Manager with a list of actual and potential hazardous waste to be generated during a project. Hazardous waste generated by a contractor as part of its work is the responsibility of the contractor. The contractor must ensure that its hazardous waste is properly identified, stored, transported and disposed of in accordance with all applicable local, state and federal laws. Draining of gasoline, fuel oil, motor oil, flammable liquids, or other chemicals onto the ground or into an open sewer is strictly prohibited. The contractor is responsible for the proper management of its own chemical spills. This includes immediate notification of RWU Public Safety at 254-3333, sub-contracting a spill response vendor when necessary, and proper reporting to outside agencies when required.

The contractor is responsible for providing medical care to its employees. RWU University Health Services or Responders may be used only in the case of an emergency.

No contractor will manipulate any switches, controls, valves or instruments of RWU property without the prior approval of the RWU Project Manager or point of contact.

No welding, cutting or brazing will be done by a contractor unless a hot work permit has been obtained. The permit is to be posted at the work site with a copy provided to the EHS Office after the final inspection is complete.

No confined space will be entered by contractor personnel unless the contractor follows recognized safe confined space entry procedures as defined by applicable standards. The RWU Project Manager must be notified of any planned confined space entries.

Roger Williams University Equipment Use

In the event a contractor must use RWU's equipment the contractor shall obtain approval from the RWU Project Coordinator, and:

- Hold RWU harmless while on our property or utilizing RWU property, tools or equipment.
- Provide written documentation to RWU that a competent person (as defined by OSHA) has completed all required training necessary to operate equipment as required. The competent person is responsible to inspect prior to use any equipment that it borrows from RWU or other contractors and return all equipment to its home location clean.
- Reimburse RWU for any damage to its property and/or equipment due to contractor use.

For use of Lifts, a Use of Lift Waiver along with a Certificate of Insurance is required (see Appendix A for a sample certificate). Project Coordinators or Managers will advise the vendors of the Fall Protection Safety policy, specifically use of their personal harnesses, use of cones or fencing to block the area around the lift, etc. The Project Coordinator or Manager who is allowing the use of the lift will obtain documentation that the operator has proper certification to operate the lift.

Traffic

When operating mobile equipment on campus, contractors shall obey traffic signs at all times. Pedestrian traffic shall always be afforded consideration. Drive only on roads intended for vehicular traffic unless permission to drive on pedestrian walkways or grass is granted by the RWU Project Coordinator or Manager. For larger construction projects, traffic patterns will be planned by the RWU Project Manager in coordination with RWU's Director of Public Safety.

Barricades, Fences and Signs

Barricades should act as physical barriers, preventing contact by passers-by with the hazards created by construction or maintenance activities. Barriers with suitable gates where necessary are to be sturdy and are to be suitable for the type and duration of the construction project. The RWU Project Manager, EHS officer, Public Safety Director and the contractors involved will determine what type of barrier must be constructed for a particular project. Acceptable barriers should be made of chain link fence or vinyl snow fencing with sturdy posts. Barriers including saw horse type barricades, tape, rope or anything that poses a hazard to passers-by should be avoided.

Barricades and signs should be used wherever necessary for the physical protection of people or property, the following is a list of activities where their use is required by code or regulation:

- Wherever construction debris is dropped without the use of an enclosed chute.
- Areas with temporary wiring operating at more than 600 volts.
- Work areas for electrical equipment with exposed, energized parts.
- The swing radius of the rotating superstructure of cranes or other equipment.

- Wherever equipment is left unattended near a roadway at night.
- Excavations.
- Areas used for the preparation of explosive charges or blasting operations.
- Street openings, such as manholes.

Campus Access

As needed, contractors may request a building key through the RWU Key Policy.

Parking

Contractors must obtain Parking Permits from the RWU Public Safety Main Gate as they arrive on campus. Contractor vehicles must park in spaces designated for construction parking or otherwise approved by the RWU Project Manager or Coordinator. Trailers are to be located in approved areas only. Fines will be imposed by RWU Public Safety officers for parking violations.

Entering Dorms, Living Quarters and Restrooms

Entering living quarters on campus should be viewed as entering someone's home to provide service. It is an intrusion of their privacy. Notification to the RWU Housing Department must be made prior to all entries into a Residence Hall on RWU property.

The following procedures should be implemented in routine situations. Unless otherwise informed, vendors must be accompanied by RWU staff prior to entering a room. The following steps should be followed in all circumstances:

- **Wear an Authorized Contractor ID Card**
- Knock on the door, call out and wait for an answer. Do this at least twice.
- Call out again while entering the room.
- Do NOT enter a room or apartment if you hear someone inside, but no one answers.
- Notify ALL occupants, i.e. all room and/or suite mates, when entering a room. Ask if anyone else is in the room and/or suite.
- Report any incidents IMMEDIATELY to the RWU Project Manager or Coordinator.

Responsibilities

RWU Project Representative (Manager/Coordinator) shall be responsible for scheduling and coordinating all contractor activities in advance and to ensure vendors fully understand the following requirements in order to avoid/minimize impacts on all University activities and interest.

- Advise the contractor that it is responsible for safety education, training and direct supervision of their personnel working at RWU. If RWU identifies unsafe practices, the RWU Project Representative will notify the contractor's Project Supervisor for immediate

corrective action. Contractor personnel may be asked to leave premises for violations of safe work practices.

- Provide copies of Safety Data Sheets (SDSs) where contractor employees may be exposed. Advise of any special control procedures that are in place.
- Obtain applicable SDSs from the contractor regarding any hazardous chemicals it may bring to campus during the course of the project. Review these with the EHS Office if they are unfamiliar.
- Notify the contractor of the presence of site hazards known to RWU such as asbestos-containing materials (ACM), underground gas, water or sewer mains, and any need for special public protection, prior to beginning work activities.
- Familiarize the contractor with pertinent emergency signals, warnings and procedures for evacuation used by RWU.
- Assure that any contractor hired to enter a confined space is made aware of RWU's [Confined Space Entry Policy](#) and entry requirements for the particular space are followed.
- As applicable, inform the contractor of RWU's [Lockout Tagout Plan](#) and applicable procedures.
- As applicable, inform the contractor of RWU's [Hot Work Program](#) and applicable procedures.
- As applicable, inform the contractor of RWU's [Fall Protection Program](#) and applicable procedures.
- Provide contractor with "Procedures to Prevent Installation of New Asbestos" document (See Appendix B).

Contractor & Contractor's Project Supervisor Requirements

- Service providers shall appoint a "**key contact**" to represent your company and take onsite responsibility for all contractual and health and safety compliance requirements.
- All service providers must be licensed in the State of RI and provide evidence upon request to RWU representatives or jurisdictions having authority (JHA).
- The contractor is responsible for compliance with all applicable state, local and federal regulations.
- Contractors will be assigned authorized contractor ID cards for each of its employees. ID cards will remain the property of RWU and must be returned to RWU project representative when the project is complete.
- Final payment will not be made unless RWU is provided with a current Certificate of Insurance.
- **Insurance Coverage Requirements:**
 - All contractors and vendors are required to provide a current Certificate of Insurance (COI) consistent with the required limits listed below. This is a condition of working at RWU. Generally you will not receive payment until you provide a COI. RWU Project Manager/Coordinators shall obtain a COI from the contractor before work is scheduled to begin if one is not currently on file. COI are filed with the Office of General Counsel (See Appendix A for a sample).

- Contractor, at its own expense, shall provide and keep in full force and effect during the term of its engagement with the University the types and minimum amounts of insurance reflected on the attached “Certificate of Liability Insurance.”
- Vendor must furnish University with a completed Certificate evidencing such insurance coverage ten (10) days prior to the commencement of services.
- The companies issuing the policies must have an A.M. Best rating of AX or better. The requirements on the attached COI in Appendix A detail the minimum requirements.
- Additional requirements may be imposed as circumstances dictate.
- The University reserves the right to modify any insurance requirements at its discretion.

Appendix A: Sample Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/1/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Company Address City State Zip Code		CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No.):	
INSURED CONTRACTOR/VENDOR		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Company A	NAIC # XXXXXX
		INSURER B: Company B	XXXXXX
		INSURER C: Company C	XXXXXX
		INSURER D: Company D	XXXXXX
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: **CL14111785802** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			Policy #	XX/XX/XX	XX/XX/XX	EACH OCCURRENCE	\$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (EA occurrence)	\$ 300,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMPROP AGG	\$ 1,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC							\$
B	AUTOMOBILE LIABILITY			Policy	XX/XX/XX	XX/XX/XX	COMBINED SINGLE LIMIT (Per accident)	\$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person)	\$
	☒ ALL OWNED AUTOS	☒ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
C	☒ UMBRELLA LIAB			Policy #			EACH OCCURRENCE	\$ 2,000,000
	☐ EXCESS LIAB	☒ CLAIMS-MADE					AGGREGATE	\$ 2,000,000
	☐ DED	☐ RETENTION \$						\$
								\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Policy #	XX/XX/XX	XX/XX/XX	☒ WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Issued as Evidence of Insurance. Roger Williams University and all owned subsidiaries, its employees, directors, executive officers and trustees are listed as Additional Insured(s) on a primary basis with respect to General Liability, Auto Liability and Umbrella Liability coverages per policy provisions. Waiver of Subrogation applies in favor of the Additional Insureds as respects all coverages as evidenced herein. Named Insured will provide RWU thirty (30) days written notice of cancellation of any policies evidenced herein.

CERTIFICATE HOLDER	CANCELLATION
Roger Williams University Attn: Risk Mgmt Dept One Old Ferry Road Bristol, RI 02809	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	AUTHORIZED AGENT

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Appendix B: Procedures to Prevent the Installation of New Asbestos Containing Materials & Items (Project Work)

**** NOTICE ****

RWU's "No New Asbestos" Requirement

Roger Williams University requires that all new building materials, equipment items, and other products brought onto campus for use or installation be completely free of asbestos (including amounts of less than 1% or trace amounts).

Vendors are required to check the Product Data Sheets (PDS) and Safety Data Sheets (SDS; formerly called Material Safety Data Sheets) for asbestos content before bringing any products onto RWU's campus.

Section 3 of the Safety Data Sheet lists the product's composition. In addition to checking for the word "asbestos," check for the specific asbestos mineral names as well, as companies will often use those in lieu of the term "asbestos."

<u>Asbestos Mineral Names</u>	<u>Chemical Abstract Service (CAS) Numbers</u>
Amosite (Brown)	CAS# 12172-73-5
Anthophyllite	CAS# 77536-67-5
Actinolite	CAS# 77536-66-4
Chrysotile (White)	CAS# 12001-29-5
Crocidolite (Blue)	CAS# 12001-28-4
Tremolite	CAS# 77536-68-6

Some manufacturers may state "Contains no asbestos" or similar statements on their SDS.

If a product contains any of the above forms of asbestos in any concentration, the product is not to be used at Roger Williams University under any circumstances.

Notify the RWU Project Coordinator (and your supervisor / manager as needed) and work with them to find a suitable alternative.

Any questions, please contact RWU EHS:

Cat Conley cconley@rwu.edu 401-254-3781
Kathy Souza ksouza@rwu.edu 401-254-3494

Appendix C: Contractor Checklist

Contractor Company Name: _____

Project Start Date: _____ **Project Completion Date:** _____

Project Description: _____

Contractor Project Supervisor: _____

RWU Project Manager: _____

Contractor's Competent Person (responsible for safety on the job site):

[Note: Mark "Yes" where requirements are applicable and details are discussed. This project discussion must occur before any work begins.]

Yes	No	Requirements	Comments
		1. Certificate of Insurance	
		2. Pre-Qualification Form review	
		3. Contractor check-in log	
		4. Site access	
		5. Parking	
		6. Emergency procedures, signals, evacuation	
		7. Availability and use of University rest rooms and lunch facilities	
		8. Storage facilities & designated areas & housekeeping	
		9. Employee conduct , smoking	
		10. Personal protective equipment (must be supplied by Contractor)	
		11. Chemical/health hazards – MSDS given by each as required (list on bottom of this form)	
		12. Lockout/Tagout procedures of companies involved	
		13. Confined space entry	
		14. Hot Works	
		15. Fall Protection	
		15. Construction site protection, barriers, barricades, fences, security	
		16. State notifications, building permits	
		17. Presence of known site hazards (including asbestos)	

		18.Equipment use	
		19.Chemical spill control & reporting	
		20.Removal & disposal of excess chemicals and hazardous waste	
		21.Prior approvals required	

If the contractor violates applicable rules and procedures, it is subject to loss of the contract.

No RWU equipment may be used by the contractor unless they have the appropriate licenses or certificates as required AND without prior authorization from the RWU equipment custodian.

All work practices must comply with applicable federal, state and local regulations.

All information discussed above will be communicated to all contract and subcontract employees by the Contractor Project Supervisor prior to the start of work.

General comments:

Signature & Date Signed

Contractor Project Supervisor:

Subcontractor Company Supervisor:

RWU Project Manager or Coordinator:
