

NC State University Design and Construction Guidelines

Division 01 Contractor Safety Requirements

[Designer shall incorporate this document into the specification in its entirety.]

Safety Measures pertaining to COVID-19 Transmission

North Carolina State University is committed to preventing transmission of COVID-19 in our community. Safety protocols have been implemented throughout the university for faculty, staff, and students to prevent the spread of COVID-19. These protocols were developed based on guidance from the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration, and the State of North Carolina. Contractors must also have protocols in place to prevent the spread of COVID-19, including, but not limited to, actions that allow workers to avoid close contact, measures for keeping sick workers off the job site, enhanced cleaning and disinfecting, and the use of face coverings. Furthermore, contractors shall comply with any NC State, federal, state, or local mandates relative to the pandemic. The most stringent requirement shall be enforced, including those established by any contractor's corporate policy in place.

Face Coverings

Face coverings must be worn, tightly covering the mouth and nose, inside all buildings (even those under construction). Until further notice, NC State College of Veterinary Medicine (CVM) will require face coverings to be worn by contractors while indoors in any facility until further notice. Minimum expectation is that face coverings must be properly worn at all times while indoors; face coverings may be removed only while eating and/or drinking, while maintaining a minimum of 6-foot physical distance between individuals.

1.0 Purpose

- A. The purpose of this guideline is to define NC State contractor safety requirements. This guideline is intended to be a supplement to the General Conditions of the contract.
- B. The Designer shall incorporate this document into the Project Manual in its entirety.
- C. Contractors and subcontractors are responsible for the safety of their employees and all persons on and around a work site. Contractors are solely responsible for the development and implementation of their safety programs. This document does not relieve the duty and responsibility of contractors, subcontractors, their agents, employees, and other persons performing portions of the work on a project to comply with federal, state, and/or local laws or regulations that relate to work site safety.

2.0 Scope

- A. This document provides contractors with the University's specific requirements that must be incorporated into the contractor's Site-Specific Safety Plan. This document is not designed or intended to replace the contractor's safety program, nor to address every possible safety, environmental, or health hazard associated with the contractor's work. In the event that the contractor's safety program includes a requirement or practice that is more stringent than set forth herein, the more stringent shall be followed. This document

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- does not relieve the contractor of this obligation to: (1) control the means and methods by which its employees, and any subcontractors perform work, and (2) independently ascertain what health and safety practices are necessary for the performance of the work.
- B. No specific requirements herein shall be construed to limit, replace or supersede applicable provisions of federal, state, or local laws or regulations. [Occupational Safety and Health Administration \(OSHA\) Regulations; Standard Number 29 CFR 1926](#) are the foundation of these Guidelines.
 - C. Deliverables
 - 1. Competent Person Designation (see attached form) (4.0/C)
 - 2. Verification of OSHA 30 or OSHA 10 compliance, based on project requirements. (4.0/D/1/b)
 - 3. Contractor Site Specific Safety Plan (SSSP). (4.0/I)
 - 4. Summary of the Daily Safety Inspections documented as part of regular project meeting minutes. (4.0/F/1)
 - 5. Monthly Safety Reports. (4.0/F/2)

3.0 Reference Materials

- A. The following reference materials are required to be available upon request at every job site:
 - 1. OSHA Regulations published by NC Department of Labor (DOL) (Available at: (800) NC-LABOR, <http://www.nclabor.com/pubs.htm>).
 - 2. Safety Data Sheets (SDS) for all chemical products the contractor has brought to the worksite.
 - 3. The written Safety Plan of the Contractor or Subcontractor.
 - 4. Site inspection documentation.
 - 5. Worksite employee training records.
 - 6. Mishap reports and investigations.

4.0 General Responsibilities

- A. The contractor must notify the NC State Project Manager in writing at least 10 days prior to:
 - 1. Utilizing powder-actuated tools
 - 2. Starting operations that will produce excessive odor, dust, noise affecting occupied buildings or work near air intakes
 - 3. Using a combustion engine indoors
 - 4. Using a mobile crane or tower crane (50-day notice is required)
 - 5. Breaking ground for an excavation or trench
 - 6. Using a laser
 - 7. Using any source of radioactive material
 - 8. Working with lead or asbestos containing materials
 - 9. Performing energized electrical work

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10. Working on or near active underground utility infrastructure (steam, chilled water, natural gas, water, etc.)
11. Entering electrical distribution assets

Violation of any safety, security, or environmental requirement may result in the permanent removal of the contractor or their employees from the NC State premises.

B. Construction Management

1. Contractor is responsible for compliance with all federal, state, and local laws, regulations, standards, executive orders, etc. applicable in part or whole pertaining to the scope of work.
2. Contractors are responsible for compliance with all applicable NC State safety practices, procedures, policies, standards, and requirements.
3. Contractors are responsible for providing qualified and competent personnel to perform activities under the scope of work. Contractors must provide documentation of training prior to beginning work on-site.
4. Contractors are responsible for ensuring that subcontractors, their agents, employees, visitors, and other persons performing portions of the work on a project comply with federal, state, and/or local laws or regulations that relate to work site safety.
5. Contractors are responsible for ensuring that subcontractors are informed of and comply with all applicable requirements within the scope of work.

C. Competent Person Designation

1. Contractors shall designate a competent person for activities as specified in OSHA 29 CFR 1926. Such activities include, but are not limited to, the following activities, as applicable to the job:
 - a) general provisions
 - b) ionizing/non-ionizing radiation
 - c) gases, vapors, fumes, mists, dusts
 - d) ventilation
 - e) hazard communication
 - f) lead
 - g) asbestos
 - h) personal protective equipment
 - i) hearing conservation
 - j) respiratory protection
 - k) rigging and material handling equipment
 - l) welding, cutting, brazing
 - m) electrical
 - n) scaffold
 - o) fall protection
 - p) cranes (overhead and mobile)
 - q) motor vehicles and equipment
 - r) excavations

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- s) concrete and masonry
 - t) steel erection
 - u) demolition
 - v) stairways and ladders
 - w) toxic and hazardous substances.
2. OSHA 29 CFR 1926.32(f) "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- D. Contractor Safety Personnel
1. Safety Representative
 - a) For all projects contractors must designate a Safety Representative prior to the start of the project. The Safety Representative may be the Project Superintendent, and as such, must be onsite during any and all construction operations.
 - b) **For projects bid through Capital Project Management, the Safety Representative must have completed, at a minimum, an OSHA 30-hour Construction Safety Course. For projects bid through Construction Services, the safety representative must have completed, at a minimum, an OSHA 10-hour Construction Safety Course.**
 - c) The Safety Representative must actively monitor the jobsite for safety issues on a daily basis. The safety representative may have additional site duties outside the scope of safety; when the safety representative is not on the project site, a competent designee must be assigned to monitor safety on the site.
 2. Safety Professional
 - a) When appropriate, the contractor shall provide a full-time safety professional assigned to the project. The duties of the full-time safety professional must be strictly limited to safety-related activities, with no additional job site duties.
 - b) Safety professionals must have one or more of the following credentials: a professional certification (beyond an OSHA 30-hour course), a college or professional degree related to safety and health, or significant previous experience and skills necessary to thoroughly understand the health and safety hazard and controls relevant to the project. The designation and adequacy of qualifications of the full-time safety professional shall be reviewed and accepted by the University prior to commencement of the work.
 - c) Project-specific requirements for a full-time safety professional will be addressed in the contract documents and discussed during the Pre-Bid Meeting.
- E. Daily Pre-Job Meetings.
1. A pre-job meeting (i.e. "Tailgate" or "toolbox" meeting) shall be held at the beginning of each work period (normally in the morning before leaving the yard or work staging area). The pre-job meeting should include a discussion of the scope of work to be completed, associated hazards, and means and methods to mitigate the hazards. The pre-job meeting must be led by the supervisor or other competent person.

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- F. Safety Inspections.
1. Daily Inspections: The Contractor shall perform daily job inspections and correct any unsafe conditions or actions. A summary of these inspections will be reviewed as a portion of and captured in the minutes of the weekly Owner, Designer, Contractor job meetings.
 2. Monthly Inspections: For projects with a duration of more than one calendar month (4 weeks), the safety inspection must be documented and include, at a minimum, the name of the person performing the inspection, the date, a checklist of items observed, any identified safety concerns, and actions taken to address identified concerns.
 3. University Project Visits: The NC State Project Manager, or other owner representative, may perform unscheduled visits to project sites to address adherence to the Contractor Safety Requirements or Site-Specific Safety Plans. Any safety concerns identified will be reported to the responsible contractor for prompt mitigation.
- G. Mishap Reporting: All mishaps occurring on the project site must be investigated to determine causes and actions must be taken to prevent recurrence. Mishaps resulting in injury requiring medical treatment or damage to NC State property must be reported in writing to the NC State Project Manager as soon as possible but no later than 24 hours from occurrence; the Project Manager shall be notified immediately of mishaps resulting in life-threatening injury.
- H. The Contractor shall address safety concerns at regularly scheduled meetings with subcontractors.
- I. Contractor Site-Specific Safety Plan - The Contractor must develop and implement a Site-Specific Safety Plan (SSSP) The SSSP is a comprehensive safety plan for his or her employees, which covers all aspects of onsite construction operations and activities associated with the contract. This plan must comply with all applicable health and safety regulations and any project-specific requirements. The Safety Plan must be submitted to, reviewed and accepted by NC State prior to beginning any on-site work activities.
1. As applicable to the project, these items must be included in the Safety Plan:
 - a) Scope of Work
 - b) Emergency Procedures
 - c) 24-hour emergency points of contact
 - d) Identification of Designated Competent On-Site Personnel (per OSHA requirements)
 - e) Designated On-Site Safety Personnel
 - f) Safety orientation program
 - g) Site logistics Plan: address public (student, faculty, staff, visitor) safety, traffic plan, equipment and lay-down areas, site security, dust containment, etc.
 - h) Minimum PPE requirements
 - i) Hazard Assessment (for defined project tasks) - include hazard identification and mitigation
 - j) Mishap reporting and investigation procedures
 - k) Safety inspection/audit procedures

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1) Sub-contractor requirements

5.0 General Requirements

- A. Asbestos - If asbestos-containing materials are uncovered during construction, NC State must be notified *immediately*. Do *not* attempt to remove the material. Contractors shall comply with provision of the [State Construction Office Asbestos Abatement Guidelines and Policies](#) and the [NC State Asbestos Management Plan](#).
 - 1. If asbestos containing material is present in any building material and is in good condition (i.e. non-friable) and will not be disturbed during construction, the material may be left in place. If asbestos containing material is disturbed during construction activities, then it shall be removed; removal shall be performed by appropriately qualified and accredited personnel and in accordance with federal, state and local regulations.
- B. Compressed Gas Cylinders
 - 1. Compressed gas cylinders shall be properly used, stored, and maintained as per federal, state, and local requirements.
 - 2. Cylinders shall not be stored in a location in which they are subject to mobile equipment traffic (including vehicles) unless adequately protected.
- C. Confined Space Entry
 - 1. Contractors required to enter a confined space at NC State must have and implement a written confined space entry program in accordance with OSHA 1926 Subpart AA Confined Spaces in Construction or OSHA 1910.146 permit required confined spaces, as applicable.
 - 2. Controlling contractors (those with overall responsibility for construction at the work site) must ensure space entry coordination when more than one entity will enter the space.
 - 3. Each contractor must have a competent person that will identify confined spaces associated with the scope of their work. Before entry into a permit required confined space, contractors must obtain the following information from the controlling contractor (when there is no controlling contractor, the contractor will obtain the information from the NC State Project Manager):
 - a) The location of each known permit space associated with the project scope;
 - b) The known hazards or potential hazards that make it a permit space;
 - c) Any precautions needed to be taken based on the known hazards or potential hazards.
 - 4. Each contractor performing work in a permit space must perform a hazard assessment specific to the work to be performed and establish corresponding hazard controls.
 - 5. A competent person from each contractor performing work in a permit space must complete and sign [Appendix F](#) to the [NC State Confined Space Entry Program](#).

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- D. Contaminated Soil - If soil or any materials appear to be contaminated, the NC State Project Manager must be notified immediately. The NC State Project Manager will contact NC State EHS for assistance (919) 515-7915.
- E. Electrical Power Lines (Overhead) - The contractor shall have a trained and knowledgeable observer (signal person) within sight of the operator and the overhead lines that will effectively provide guidance and clearance information to the operator as the equipment may approach the minimum approach distances. Advising the operator shall be the signal person's one and only task. When conducting any work with a crane, derrick or hoist in the vicinity of any overhead electric power transmission or distribution line, the contractor shall observe all clearance requirements dictated by all applicable OSHA rules, as specifically contained within 29 CFR 1910 - Standards for General Industry, CFR 1926 - Standards for Construction, IEEE C2 - NEC, NFPA 70 - NEC, the NCSBC, ANSI standards and other applicable NC State safety guidelines and requirements. Further, no crane, derrick or hoist operator or contractor shall conduct any operation at any distance closer than 20 feet to any electric power line lower than 200 kV or closer than 35 feet to any electric power transmission line at voltages higher than 200 kV and lower than 250 kV, unless the requirements of OSHA 1926 Sub CC for preventing encroachment/electrocution are strictly followed.
- F. Elevators/Material Hoists
 - 1. Any persons operating elevators/hoists must be trained to do so. Documentation shall be kept onsite.
 - 2. No elevator/hoist with a defect shall be used.
 - 3. Elevator/hoist safety devices shall not be overridden or made inoperable.
- G. Emergency Equipment- The following shall not be moved, blocked, disabled or rendered inaccessible unless authorized by NC State:
 - 1. Fire equipment
 - 2. First aid equipment, fire blankets, stretchers, eyewash fountains and safety showers
 - 3. Fire protection, hydrants, and detection systems
- H. Emergency Medical Treatment - To receive immediate assistance for emergency medical treatment call 911.
- I. Environmental and Chemical Requirements
 - 1. Contractors must provide NC State with a list of all chemicals to be used on NC State property and maintain a copy on site of the SDS for each chemical prior to being brought on site. Each chemical container must be labeled clearly with the identity of the chemical and any associated hazards in accordance with the OSHA Hazard Communication Standard (1910.1200).
 - 2. Contractors must follow the safety procedures recommended by the manufacturer or seller of any chemicals, tools, equipment, or other materials. Contractors are to remove all empty containers, excess chemicals and chemical waste from NC State property.
 - 3. For all chemical incidents, contractors shall call 911 and also notify the NC State Project Manager.

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- J. Excavation and Trenches - Before doing any excavation work, the Contractor must locate all utilities by calling the local utility locator service and NC State.
- K. Excavations
 - 1. Underground Facilities Locate. Contractors shall ensure underground installations and facilities are identified by calling 811 (Call Before You Dig) before performing any excavating activity. Note: excavation includes movement or removal of earth, rock, or other materials in or on the ground by use of manual or mechanized equipment. This is required for any project with earth-moving activities before you dig so that underground facilities can be identified and avoided. Detailed instructions and requirements can be found at nc811.org.
 - 2. Competent Person. Trench and excavation work must be performed under the direction of a competent person. Responsibilities include: classifying soil, inspecting protective systems, monitoring water removal and conducting site inspections.
 - 3. Cave-In Protective Systems. A protective system is required by OSHA-1926 Subpart P for trenches and excavations that are 5 feet or more in-depth OR if the competent person has examined the ground and finds indication of a potential cave-in. Protective systems typically include: sloping/benching, shoring or shielding. In order to determine what protective systems are appropriate, the competent person must first determine the soil type: Stable Rock, Type A, Type B or Type C soil. Type C soil is the least cohesive and therefore, the least stable. No work shall be permitted in excavations where water has accumulated unless the integrity of the excavation has been protected.
 - 4. Excavations >20 feet in depth or which cannot comply with OSHA requirements require written approval by a Registered Professional Engineer (RPE).
 - 5. A ladder, stairway, ramp or other means of access must be provided within the excavation, when excavations are >4 feet in depth.
 - 6. Barricades (stop-logs) shall be provided where vehicles or mobile equipment are used near or adjacent to excavations.
 - 7. Spoil piles must be placed a minimum of 2 feet from the edge of the excavation.
 - 8. Air monitoring must be performed if the excavation is >4 feet in depth and there is a potential for a hazardous atmosphere to exist.
- L. Exit Routes
 - 1. Exit routes must be maintained at all times during construction.
 - 2. Lighting and marking must be adequate and appropriate.
 - 3. Exit routes must be kept free of explosive or highly flammable furnishings.
 - 4. Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. The exit access must not go through a room that can be locked, such as a bathroom, to reach an exit or exit discharge, nor may it lead into a dead-end corridor. Stairs or a ramp must be provided where the exit route is not substantially level. No materials shall be stored in a stairwell.
- M. Explosives: Blasting on university property is prohibited.
- N. Fall Prevention. A fall hazard is any condition on a walking-working surface that exposes an employee to a risk of fall on the same level or to a lower level. Examples of fall hazards

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include, but are not limited to: floor openings, hoist area, roofs, leading edge, scaffolding, ramps, etc.

1. Preventing or protecting falls from height may be necessary at any height given the circumstances, but is required when an employee is at a height of 6 feet or more above a lower level.
2. Contractor work generally falls within construction industry applications, where acceptable methods depend on the type of work being performed: unprotected sides or edges, roof work, leading edge, etc. In all cases, contractors shall comply with the respective OSHA standards.
3. Contractors shall ensure that every employee required to work at unprotected heights (greater than 6 feet) are trained in fall hazard recognition and prevention.
4. **Guardrail System.** A guardrail system provides the highest level of protection and is always preferred. The system must be capable of supporting 200 lbs. in any direction and still maintain its integrity. The individual heights of the components must conform to the following minimum standards:
 - a) The top rail of the system must be at a height of 42" (+ or - 3");
 - b) the mid rail must be at a height of 21" with a 3" variation possible;
 - c) the toe board must have a minimum vertical height of 3.5".

Note: building code has more stringent requirements for permanent installations.

5. **Personal Fall Protection Systems.** At times, it is necessary to work in areas where guardrails cannot be constructed; in these instances, a personal fall protection system must be used. Personal Fall Protection Systems are systems (including all components) that provide protection from falling or that safely arrest a fall. Examples include travel restraint and personal fall arrest. All components of this system shall meet the applicable design requirements as specified in OSHA 1910, 1926, or ANSI Z359. All components shall be inspected by the wearer prior to each use and at least annually by a competent person. No employee may use a personal fall protection system without proper training and an understanding of proper use and safe application of the system.
 - a) **Travel Restraint System.** A travel restraint system is a combination of an anchorage, anchorage connector, lanyard (or other means of connection) and body support that the wearer uses to eliminate the possibility of going over the edge of a walking-working surface. Anchorages for travel restraint systems shall have a strength capable of sustaining static loads of at least 1,000 lbs. (per person) or two times the foreseeable forces for certified anchorages. Anchorage connectors, lanyards (or other means of connection) and body support devices shall be used in accordance with the manufacturer's requirements. The system shall be installed so that a fall cannot occur; therefore, a rescue plan is not required.
 - b) **Personal Fall Arrest System.** A personal fall arrest system is a system used to safely arrest a user in a fall from a walking-working surface. It includes an anchorage, anchorage connector and a full body harness. The means of connection may include a lanyard, deceleration device, lifeline or a suitable combination of these. Equipment must be worn and used in accordance with the manufacturer's

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requirements. Anchorages for personal fall arrest systems shall have a strength capable of sustaining static loads of at least 5,000 lbs. (per person) or two times the maximum arresting force for certified anchorages. The system shall be installed so that should a fall occur, the wearer will not contact the lower level or any other obstruction. Since there is a potential for a fall to occur, a rescue plan written by a qualified person is required.

- c) **Warning Line System.** A warning line may be used for construction roofing work when closer to the fall hazard than 15ft, but no closer than 6ft and in conjunction with one of the following: a guardrail system, a safety net system, a personal fall protection system, or a safety monitoring system. A warning line system shall conform to regulatory requirements and enclose all authorized employees conducting work protected by the Warning Line System. Refer to OSHA 1926.502(f).

O. Fire Protection and Prevention

- 1. The contractor shall be responsible for the development and maintenance of an effective fire protection and prevention program at the job site throughout all phases of the construction. Contractors shall perform inspections on fire extinguishers monthly. Contractors shall immediately replace fire extinguishers that do not pass inspection.
- 2. Fire cutoffs shall be retained in buildings undergoing alterations or demolition until operations necessitate their removal.
- 3. If work requires the disabling of Fire Protection Devices, then the Contractor must request a Fire Alarm Disconnect; through the appropriate NC State process; beginning with the Project Manager. No alarm shall be disabled at any time by the Contractor.

P. Hand and Power Tools

- 1. All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition. Any tool found not in proper working order, or that develops a defect during use, shall be immediately removed from service and not used until properly repaired.
- 2. All tools shall be used, operated and maintained in accordance with OSHA and manufacturer requirements.

Q. Hot Work Permits - A Hot Work Permit is required when any indoor or outdoor work will involve hot work, defined as operations including cutting, welding, thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or other similar activities. Requirements for Contractors performing this work are contained in the NC State Hot Work Permit Program that is a part of the specifications package and can also be found at [Hot Work Permit Form](#).

R. Housekeeping

- 1. The Contractor must maintain a clean and orderly project job site. The Contractor shall maintain NC State's pathways free of rocks, mud, and other miscellaneous construction debris. The Contractor shall prevent the accumulation of dirt, dust, and/or other debris on NC State's roadways. The Contractor shall clean the travel ways on a daily basis. (Refer to project specifications for requirements.)

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2. Waste material and debris must be removed from the work and access areas at least once a day. Waste material and debris should not be thrown from one level to another but should be carried down, lowered in containers or deposited in a disposal chute.
 3. Materials must be neatly piled, stacked or otherwise stored to prevent tipping or collapsing. Materials must be carefully stacked and located so they do not block aisles, doors, fire extinguishers, safety showers and eyewash stations, fixed ladders or stairways.
 4. Material to be lifted by crane or other hoisting devices must not be stored under overhead power lines.
 5. No materials may be stored on penthouses, roofs, or other areas until a specific area is assigned by NC State for a specific project.
 6. Adverse Weather: If NC State becomes aware of an adverse weather event, the NC State Project Manager shall notify the construction superintendent, and the contractor shall perform a job site review to ensure any debris or construction materials are secured and protected from the elements.
- S. Illumination - Construction areas, ramps, runways, corridors, offices, shops, and storage areas shall be lit to not less than the minimum illumination intensities required by OSHA.
- T. Ladders - All ladders must meet OSHA requirements.
- U. Lasers
1. Lasers must comply with the OSHA Construction Industry Standards.
 2. Lasers must be low power (<5mw) devices with visible beams. Lasers to be used must bear a label indicating this maximum power output. Lasers that do not bear this label shall not be used.
 3. "Laser in use" signs shall be posted according to OSHA requirements.
 4. Lasers must be used in a manner that will not risk exposure to others.
- V. Lead
1. Lead may be found in certain painted surfaces. A check for lead presence should be conducted prior to certain activities such as grinding, sanding, or burning over painted surfaces. If lead containing paint is disturbed or a material is questionable the NC State Project Manager must be notified *immediately*. Do *not* attempt to remove the material.
 2. Hot Work over lead painted surfaces is generally not permitted.
- W. Lock Out/Tag Out
1. All contractors that work on energized equipment with any hazardous energy source are required to have a hazardous energy control (i.e. lockout tagout) program. The program shall specify policy and procedures for deenergizing, verifying deenergized, and secure the source potential using energy isolating devices and applying locks/tags or implement other forms of hazardous energy control as specified in OSHA standards.
- Types of potential energy sources include, but are not limited to:
- a) Electrical (refer to section of these requirements titled "Electrical") Pneumatic
 - b) Hydraulic,
 - c) Thermal
 - d) Kinetic (motion)

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- e) Hazardous gas, liquid, air
 - f) Radiation
 - g) Lasers
2. When multiple contractors are performing work on the same project, hazardous energy control procedures shall be coordinated by the controlling entity which includes establishing device standardization.
 3. Contractors shall ensure site personnel are trained on the hazardous energy control program.
 4. Central [Utility Plant \(CUP\) - Lockout Tagout Procedure](#).
 - a) Contractors with the need to perform LOTO operations within the operating CUP shall be trained in accordance with the procedure and comply with applicable sections of the procedure. The contractor is responsible for providing this training; a copy of this procedure will be provided to the contractor.
 - b) Contractor management shall ensure that authorized personnel are assigned to perform work in which they are qualified.
 - c) Contractor management shall comply with applicable sections of the procedure.
- X. Mobile Cranes, Tower Cranes, etc. (Reference OSHA 1926 Subpart CC).
1. Prior to the set up or operation of any crane on university property, the NC State Project Manager (or other point of contact) shall be notified; notification must be made with as much lead time as possible, but no fewer than fifty (50) working days
 2. Cranes shall be set up and operated in compliance with the manufacturer and applicable OSHA requirements.
 3. Contractors are responsible for ensuring ground conditions are capable of supporting the equipment and load, which will include performing underground facilities/utilities location (i.e. 811 call) as well as factual confirmation of necessary compaction capacities. This confirmation is to be by third party inspection services, at the expense of the contractor.
 4. No lifts may occur over occupied spaces unless a registered structural engineer evaluates and certifies that the building can withstand the impact of load being dropped on the building as a worst-case scenario. If it is determined that the building cannot withstand the impact without compromising the structure, areas of the building within the load fall zone must be evacuated during the duration of the lift. This evacuation process must be a part of the lift plan and managed by the contractor.
 5. The crane contractor shall provide equipment documentation, including the annual inspection and last monthly inspection. Documentation must be signed.
 6. Crane operators shall be certified by an Accredited Crane Operator Certification Agency for the type of equipment operated. Examples of such agencies, include, but are not limited to:
 - a) National Commission for the Certification of Crane Operators (NCCCO)
 - b) National Center for Construction Education and Research (NCCER)
 - c) Operating Engineers Certification Program (OECP)
 - d) Electrical Industry Certifications Association (EICA)

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Additionally, the crane operator's employer must attest that the operator was evaluated to verify the operator demonstrates skills and knowledge to safely operate the equipment as well as the ability to recognize and avert risk, as required under 29CFR1926.1427(f).

7. All rigging personnel and signal persons shall be qualified in accordance with OSHA 1926 Subpart CC.
8. Crane Lift Plan. A lift plan is required for any lift in a location not under the exclusive control of the contractor, including lifts affecting NC State property, structures, employees, students, or visitors. Each lift plan must be developed by a qualified person and include at least the following:
 - a) The identity of the controlling entity, meaning the employer with the overall responsibility for construction operations associated with the crane lift.
 - b) Identify a lift director (i.e. primary signal person) and method of communication (hand signals, radio, etc.).
 - c) Contractors conducting crane operations are required to obtain required FAA permits according to 14CFR Part 77; to be submitted with the lift plan.
 - d) Equipment positioning locations, including load staging and movement and paths to and from the working position
 - e) Equipment specifications including load and reach capacities
 - f) Current qualifications, certifications, and licenses of operators and riggers
 - g) For lifts involving more than one crane, the lift plan shall encompass all cranes.
 - h) Fall Zone: The contractor shall identify the Fall Zone. The Fall Zone is the area (including but not limited to the area directly beneath the load) in which it is reasonably foreseeable that partially or completely suspended materials could fall. Spaces within the Fall Zone (including buildings, foot traffic, vehicle traffic, etc.) shall be barricaded to control access. The Fall Zone shall be cleared of personnel not participating in the lift.
 - i) Wind limitations
 - j) Ground and subsurface stability at crane and load placement locations. The contractor must ensure a qualified person evaluates the crane set-up location to ensure ground conditions are sufficient. (See X., 3. above)
 - k) Other conditions or factors that may affect the safety of the lift
 - l) A pre-lift meeting must be completed immediately before the lift and shall include all personnel involved with the lift and a thorough review of the elements and specifics of the lift plan and personnel assignments.
 - m) Specify distance to closest energized lines and applicable minimum approach distance of any lift component.
 - n) Where items positioned by a crane lift are rigged at heights above easy reach height, the lift plan shall include safe attachment and de-attachment procedures and the control of exposure to fall hazards.

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- o) The contractor must provide documentation of annual and monthly inspections for the previous 3 months. 1926.1412(f) & .1412(e)

Y. Electrical

- 1. Electrical Contractor shall ensure that their personnel using electrically powered equipment are trained to recognize electrical hazards, inspect and maintain electrically powered equipment, and on safe work procedures to prevent exposure to electric shock.
- 2. Premises Electrical Equipment. All electrical installations must comply with the National Electrical Code® (NEC®). Work associated with electrical equipment installed in accordance with the NEC® will be conducted in accordance with NFPA 70E® Standard for Electrical Safety in the Workplace. NC State's goal is to minimize exposure to shock and arc flash hazards during the installation, repair, maintenance, and operation of electrical equipment, components, and systems.
 - a) Electrical power sources shall be deenergized, verified, and locked out prior to working on electrical equipment except when de-energization creates a greater hazard and a properly executed Energized Electrical Work Permit (EWP) has been completed.
 - b) Contractors performing electrical work must have their own energized electrical work program that includes a permit process.
- 3. Power Generation & Distribution: Work by Qualified Persons and Unqualified Persons working on or near power generation or distribution equipment is addressed in OSHA 29CFR1910.269. It includes work on or directly associated with installations used for the generation, control, transformation, transmission, and distribution of electricity. Any work involving the NC State distribution system shall be coordinated by the NC State Project Manager (or other university contact person) in collaboration with the Facilities Division Power Systems group.
 - a) Work involving the NC State electrical distribution system shall only be performed after authorization by the Facilities Division Power Systems group in accordance with the Power Systems Switching Procedure.
 - b) System Check In/Out: Prior to entering any primary enclosure (substation, transformer, manhole, switch, switching station, etc.) of the NC State Power System the NC State Project Manager or other designated person shall send a text or email to group-powersystementry@ncsu.edu with the work location and brief description of the tasks to be performed (photos are welcomed). When exiting the enclosure, check out with NC State Power Systems using the same method. This is only for unescorted access. For example, if you're with a member of the Power Systems team there's no need to check-in/out, but if that team member has to leave your work site, you're expected to check-in and check-out.
- 4. Contractor will follow all requirements as noted in NFPA 70E.

Z. Mobile Elevating Work Platforms (MEWPs)

1. General Requirements.

- a) MEWPs shall be operated in accordance with the manufacturer's requirements and specifications.

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- b) Employees must always stand firmly on the floor of the MEWP and must not sit or climb on the edge of guardrails, or use planks, ladders or other devices for a work position. The guardrail system of the platform must not be used to support materials, other work platforms, or employees.
 - c) A personal fall arrest/restraint system shall be used in accordance with the manufacturer's requirements. A scissor lift with approved guardrails may be used without a personal fall arrest system when specified by the manufacturer, however, if there are designated anchor points, the use of a fall arrest/restraint system is required.
 - d) The MEWP must be used only in accordance with the manufacturer's operating instructions and safety rules.
 - e) The designed rated capacity for a given angle of elevation must not be exceeded.
 - f) At least 10 ft distance must be maintained away from overhead power lines with a nominal voltage of 50kV or less; 20 ft for power lines over 50kV (or if voltage is unknown). Note: qualified workers using appropriately insulated MEWPs may approach closer than 10 ft when following provisions specified in OSHA 1910.268, 1910.269, and 1926 Subpart V, as applicable.
 - g) The manufacturer's rated load capacity must not be exceeded. The load and its distribution on the platform must be in accordance with the manufacturer's specifications. The rated load capacity must not be exceeded when loads are transferred to the platform at elevated heights. Only employees, their tools, and necessary materials must be on or in the platform.
 - h) A trained spotter with no other job duties is required when a MEWP is driven; the spotter will assess conditions that could pose a hazard to the operation (for example, drop-offs, holes, slopes, inadequate surface and support, obstructions, pedestrians, vehicles, debris, electric lines, etc.) and stop operations and alert the operator. The operator shall halt operations until hazards are adequately controlled.
2. Training
- a) Only personnel who have received training to operate the specific type(s) of MEWPs are authorized to operate them on NC State property.
 - b) Training must include inspection, application, and operation of MEWPs (including recognition and avoiding hazards associated with their operation). Operators are only authorized to use MEWPs of the specific model for which they are trained and evaluated.
 - c) Training must be provided by a person who has knowledge regarding the laws, regulations, safe use practices, manufacturer's requirements, and recognition and avoidance of hazards, and is familiar with the specific type(s) of MEWPs. Note: Personnel may not operate rented equipment unless qualified to operate the specific equipment; the rental provider or other authorized evaluator must provide familiarization training to satisfy this requirement.
3. Inspection, Maintenance, and Testing

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- a) Each MEWP must be inspected, maintained, repaired, and kept in proper working condition in accordance with the manufacturer's operating or maintenance and repair manual or manuals. Maintenance inspections shall be completed at intervals no less frequent than annual.
- b) Before use, visual equipment inspections and a functional check must be performed before each shift in accordance with the manufacturer's operating manual. Any MEWP found not to be in a safe operating condition must be removed from service until repaired. All repairs must be made by an authorized person in accordance with the manufacturer's operating or maintenance and repair manual or manuals.
- c) Before and during use, visual worksite inspections must be performed and include workplace risk assessment. The workplace risk assessment includes identifying and evaluating hazards (for example, drop-offs, holes, slopes, inadequate surface and support, obstructions, pedestrians, vehicles, debris, electric lines, etc.) and establishing effective control measures. Uncontrolled hazardous situations must be corrected prior to initial or continued use of the MEWP.

AA. Noise/Vibration

1. Noise producing equipment, such as power drills, jackhammers, welders, etc., can create sound levels of 80dB(A) or greater in and around a construction area. Notify the NC State Project Manager in advance to determine the appropriate times to operate high noise/vibration equipment for that project's location.
2. Appropriate personal protective equipment shall be used when working around high noise/vibration equipment.

BB. Overhead Work

1. Work must not be performed above other personnel, including other contractor employees. Affected areas must be roped off or barricaded and marked to prohibit traffic.
2. Contractors must not climb on the heating and air-conditioning ductwork, plumbing steam piping, sprinkler piping, electrical cable trays, fixtures, or furniture or use as work platforms.
3. Contractors are expected to comply with OSHA fall protection requirements.

CC. Paints and Solvents - Contractors must provide the following safeguards:

1. Adequate ventilation must be maintained at all times when paints or solvents are being used. Refer to [NC State Odor Prevention and Dust Control in Occupied Buildings](#) for additional information.
2. Contractor personnel must use proper respiratory protection and protective clothing when toxicity of the material requires such protection.
3. Flammable solvents and materials must be used with extreme caution when possible sources of ignition exist.
4. Flammable paints and solvents must be stored in an approved flammable liquid storage cabinet when storage is required inside buildings. Acids and flammables must never be stored together. If an approved flammable liquid storage cabinet is not available, flammable paints and solvents must be removed from the building.

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5. Flammable liquids must be dispensed in a safety can with a flash screen bearing a Factory Mutual or Underwriters Laboratory (UL) approval.
- DD. Personal Protective Clothing and Equipment - Contractor shall determine this minimum level of protective equipment to be worn on the jobsite (example: hard hat, eye protection, safety vest, gloves and safety shoes); NC State expects contractors to conform to industry accepted minimum PPE standards, for example, hard hats, safety glasses, and protective toe footwear. Any additional safety equipment required by a specific activity shall also be worn and shall meet or exceed OSHA standards. (Refer to NC State Community Standards for specific COVID-19 related PPE).
- EE. Powder-Actuated Tools
 1. Powder-actuated tools are not to be used on NC State property unless specific approval is obtained from NC State prior to usage.
 2. If approved, powder-actuated tools must be used in accordance with OSHA and manufacturer regulations.
- FF. Power Vehicle Equipment
 1. Only trained operators are allowed to use power vehicles on NC State property. Contractor management will be expected to provide proof of training if requested.
 2. Generally, LP gas powered trucks are not to be used inside NC State buildings. Prior approval from NC State is required.
 3. The design of the LP gas fueled industrial truck for use within NC State buildings must comply with the following:
 - a) LP gas fueled industrial trucks must comply with NFPA 505-1982.
 - b) If trucks are in continuous use in a populated area, they must be equipped with a catalytic converter.
 - c) LP gas containers must not exceed the nominal 45 pounds LP gas.
 4. The following conditions and requirements will govern the use of LP gas fueled vehicles inside the confines of NC State buildings and structures:
 - a) LP gas fueled trucks must be removed from the building and parked at the end of each workday and not left unattended while in use. When the job requiring the truck is complete, the truck must be removed from the job site.
 - b) Trucks and tanks must not be refueled inside buildings.
 - c) All areas where LP gas fueled trucks are used must be well ventilated.
 5. All LP cylinders must be stored outside and secured by a chain in an upright position.
- GG. Roof Safety
 1. The contractor shall request authorization from NC State prior to accessing a roof.
 2. During all rooftop operations, the contractor must provide fall protection measures in accordance with OSHA.
 3. A Hot Work Permit and at least two appropriate fire extinguishers of the correct ABC type are required when performing hot work on roofs. Other persons acting as a Fire Watch shall be in place on the roof and on the floor(s) directly below operation.
- HH. Sanitation

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1. Drinking Water - An adequate supply of water, meeting the U.S. Public Health Service Drinking Water Standards, shall be provided.
 2. Washing Facilities
 - a) The contractor shall provide adequate washing facilities for employees engaged in the application of paints, coating, herbicides, or insecticides, or in other operations where contaminants may be harmful to the employees. Such facilities shall be in near proximity to the worksite and shall be so equipped as to enable employees to remove such substances. (Refer to NC State Community Standards for specific COVID-19 related washing requirements).
 - b) Hand soap or similar cleansing agents shall be provided.
 - c) Individual hand towels, cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, shall be provided.
 3. Toilet facilities shall be provided for employees according to the OSHA requirements.
- II. Scaffolding
1. Contractor shall erect, use and dismantle scaffolding in accordance with OSHA and manufacturer regulations.
 2. Competent Person. Scaffolds must be erected and dismantled under the direction of a competent person. Responsibilities include, but are not limited to:
 - a) supervise and direct scaffold erection, moving, dismantling, or alteration.
 - b) determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Employers are required to provide fall protection for employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.
 - c) inspect scaffold and scaffold components for visible defects before each work shift and after any occurrence which could affect a scaffolds structural integrity and ensure identified deficiencies are corrected,
 - d) determine if it is safe for employees to work on scaffolds during storms or high winds.
 3. Access. When scaffold platforms are more than 2 feet (0.6 m) above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers (scaffold stairways/towers), stairway-type ladders (such as ladder stands), ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface shall be used. Crossbraces shall not be used as a means of access.
 4. Fall Protection. Each employee on a scaffold more than 10 feet (3.1 m) above a lower level shall be protected from falling to that lower level; each employee on a suspended scaffold shall be protected by a personal fall arrest system attached to an independent anchorage.
 5. Falling Object Protection. Where potential for tools, materials, or other equipment could fall from a scaffold, the area below must be barricaded, and personnel not

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permitted to enter the area OR effective means shall be implemented to prevent objects from falling.

JJ. Signs, Tags, and Barricades (references 1926 Sub G and ANSI Z535)

1. Signs and Tags: Each sign and tag must include a signal word, symbol, and text.
 - a) Signal words:
 - (1) DANGER = the hazard will most likely result in serious injury or death;
 - (2) WARNING = the hazard could possibly result in serious injury or death;
 - (3) CAUTION = the hazard would not likely result in serious injury or death;
 - (4) NOTICE = indicates important information, but not directly hazard-related.
 - b) Symbols or graphics are used to bridge language barriers and draw attention to the message.
 - c) Text is used to convey the safety message in a clear, concise manner.
2. Barricades. Barricades must be installed for situations where a physical obstruction is necessary to deter the passage of people, vehicles, or equipment. When used, barricades must be installed at all points of access.
 - a) Barricades associated with traffic control in a public roadway must comply with the Federal Manual of Uniform Traffic Control Devices and the North Carolina Supplement. Coordinate with the NC State Transportation Office.
 - b) Barricades may take many forms on construction sites, but when used, they must clearly indicate the intent of the barricade. All barricades are required to include a sign that includes the name of the person responsible for the barricaded area, method for contacting the responsible person (ex. phone number), and clear and concise text describing the purpose of the barricade.
 - (1) CAUTION Tape Barricades should be used when the hazardous condition is not likely to cause serious physical harm but could result in injury. Standard CAUTION Tape must be used, which includes yellow tape with the word "CAUTION" in black letters. Personnel may enter the barricaded area only when implementing precautions to address the identified hazard.
 - (2) DANGER Tape Barricades are used when a serious or imminent danger may exist. Standard DANGER Tape must be used, which includes red tape with the word "DANGER" in black letters. Only personnel specifically authorized by the person responsible for the barricaded area may enter the barricaded area.

KK. Silica (Respirable Crystalline Silica) – The following requirements apply to all operations involving exposure to respirable crystalline silica. Examples of such operations include: cutting, grinding, drilling, or crushing brick, block, concrete, stone, rock, mortar, and other materials that contain crystalline silica.

1. Contractors shall comply with OSHA standard 29 CFR 1926.1153 including taking all necessary steps to comply with the established exposure limits.
2. Contractors must have a written Exposure Control Plan specific to their operations in accordance with 29 CFR 1926.1153 that includes specific detail for controlling exposure to NC State personnel and the public. A copy of this plan shall be made available to NC State EHS and/or the university Project Manager upon request.

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3. Tasks performed indoors or in an enclosed area, shall have effective exhaust ventilation to minimize the accumulation of visible airborne dust. In situations where ventilation is exhausted in an area with potential to expose people to dust must incorporate effective HEPA filtration; such areas include but are not limited to, inside a building or outside where people may be present.
4. When a building ventilation system services an area where work with the potential for generating respirable crystalline silica exists, the building air returns shall be blanked or closed while such work is in progress. Contractors must coordinate this with the university project manager.
5. Contractors must establish a “Temporary Restricted Area” for tasks that require the use of respiratory protection in accordance with 29 CFR 1926.1153.
 - a) *Temporary Restricted Area* means an area demarcated by the employer where an employee is required to wear respiratory protection.
 - b) *Temporary Restricted Areas* must be designated with signs, barriers, or other effective means that will ensure unauthorized persons do not enter.

If such work is performed in *occupied* buildings, dust barriers shall be installed as necessary to isolate the restricted area. Refer to NC State Odor Prevention and Dust Control in Occupied Buildings for additional information.

LL. Smoking and Open Flames

1. Smoking is not allowed in any NC State buildings, including roofs, penthouses, electrical/mechanical rooms and basements.
2. The use of open flames is strictly prohibited in areas where flammable liquids, gases, or highly combustible materials are stored, handled or processed.
3. The use of open flames, where allowed, requires a Hot Work Permit.

MM. Tarpaulins - When tarpaulins are required for the deflection of hot slag, dust, paint drippings, etc., or as a security barrier, they must be flame resistant and in good condition, free of holes and worn edges.

NN. Tar Pots (tar kettles) - Tar Pots are not allowed on roofs. The contractor must notify the NC State Project Manager prior to using tar pots and obtain a Hot Work permit.

OO. Temporary Heating - When heaters are used in confined spaces, special care shall be taken to provide sufficient ventilation in order to ensure proper combustion, maintain the health and safety of workmen, and limit temperature rise in the area.

PP. Temporary Lighting - Contractor shall submit a lighting plan for night work, underground work, and any other worksites without adequate lighting.

QQ. Temporary Traffic Control

1. All traffic control shall be approved by NC State and meet the Institute for Transportation Research and Education (ITRE) Work Zone Safety Guidelines for Construction, Maintenance and Utility Operations. Should this be referencing the federal Manual on Uniform Traffic Control Devices and the North Carolina Supplement to the Manual on Uniform Traffic Control Devices?

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2. The contractor shall provide warning signs, barriers, barricades, etc., in accordance with the construction plans and specifications or whenever such protection is needed.
3. Where signs and barricades do not provide adequate protection, particularly along a road, walkway, or main aisle, flagmen shall be used.
4. Review with the crew, each person's responsibility regarding the traffic control set-up (e.g. sign installation, lane closure setup, etc.).
5. Review traffic control devices to be used at the site. Assure that traffic control set-up is properly installed. Installer shall document what traffic control set-up was used (including the sign types and sign locations) and how it was installed.

RR. Vehicle Operation

1. All equipment shall have operational backup alarms. Equipment shall not be utilized until such device is functioning properly.

2. All vehicles shall be operated in accordance with OSHA and manufacturer regulations.

SS. Vertical Lifts - All contractors' platforms or vertical lifts must meet OSHA and manufacturer requirements.