

County of Orange
Safety and Loss Prevention Resource Manual

NUMBER:	306	DATE ISSUED:	07/01/91
SUBJECT:	Contractor	EFFECTIVE DATE:	07/01/91
	Safety Responsibilities	LAST REVISED:	06/01/14

PURPOSE: To establish written responsibilities for all Contractors while performing a service for the County

POLICY: Contractors doing business with the County, and lessees utilizing county facilities, are required to conduct all operations under contractual agreements and arrangements with the county in a safe manner.

OBJECTIVE: Contractors shall maintain a safe and healthful environment consistent with the County of Orange's Safety and Loss Prevention Program, Cal/OSHA and all applicable laws and regulations.

SCOPE: All Contractors doing business with the County.

REFERENCES: California Code of Regulations, Title 8, General Industry Safety Orders, Construction Safety Orders, and other Safety Orders that apply to the operation being performed.
California Labor Code, Sections 6300 and 6400

I. Introduction

County of Orange and its departments recognize that many hazards are inherent in construction and other contract work. Compliance with safety regulations can prevent most serious injuries. This procedure will serve as notification of County of Orange safety requirements to contractors, including subcontractors, who perform work for County of Orange. It should not be assumed that this procedure covers all applicable safety and health laws. While onsite, contractors are required to follow applicable federal, state and local safety and health regulations, as well as, County of Orange Policies.

The contractor is responsible and accountable for the safety of their employees. However, the county reserves the right to require the contractor to discontinue operation at any time it determines that the contractor's actions are exposing non-contractor individuals to an unsafe situation or environmental requirements/regulations are NOT being met.

**County of Orange
Safety and Loss Prevention Resource Manual**

II. Emergency Information

Contractors must abide by all alarms and evacuation procedures as established by County departments. Any alarm triggered by the contractor must be reported immediately and a representative must be available to address the incident. The County Department Safety Representative (DSR) should be notified.

Important Telephone Numbers:

All Emergencies	9-1-1
County Safety Officer	714-285-5535
County of Orange Project Manager	_____
Cal/OSHA (for serious injuries) 2000 E. McFadden, Suite 122, Santa Ana, CA 92705	714-558-4451

CAL/OSHA DEFINES A FATAL, SERIOUS INJURY OR ILLNESS AS:

- *An employee who is hospitalized for a period in excess of twenty-four hours, other than for medical observation.*
- *An employee who suffers any serious degree of permanent disfigurement or amputation of any part of his / her body.*
- *An employee who is killed while in the performance of his / her duties.*
California Code of Regulation (CCR), Title 8, Section 330 and 342

As of January 1, 2003 – If an employer fails to report to Cal/OSHA a fatal injury or serious injury or illness to an employee within 8 hours will be subject to a minimum civil penalty of \$5,000.

Reporting a Fatality or Serious Injury: A Fatality or serious injury sustained by an employee of the general contractor or its sub-contractors must be immediately reported via telephone within 8 hours of an incident to Cal/OSHA (see phone number above). The contractor shall also **IMMEDIATELY** notify the County Safety Officer during normal work hours at (714) 285-5535 and for after hours (714) 981-6288. Within 48 hours furnish the County Safety Officer with a copy of any accident/incident report that is

County of Orange
Safety and Loss Prevention Resource Manual

generated to: Risk Management/Safety, P.O. Box 327, Santa Ana, CA 92702). If a person is seriously injured, the general contractor will keep the county informed of that person's condition through the County Project Manager.

III. General Requirements

Those projects involving offending odors, excessive noise, or other irritating environmental agents may require work during "after hours" and or weekends.

The contractor must maintain all required permits and licenses for the job. Such permits and licenses must be available at the job site for inspection/audit.

Emergency Evacuations

Upon hearing any alarms or obtaining notification from the department, the contractor must stop all work. This includes ceasing all welding and burning activities and shutting off all equipment. Contractor's personnel shall evacuate to a location 150 feet away from the building, which has been pre-determined by the contractor. The contractor shall account for all contract personnel. The contractor will report any individuals that cannot be accounted for to building emergency personnel to coordinate possible rescue attempts with emergency response personnel. Contractor personnel shall remain in the area until the "ALL CLEAR" is announced and they are instructed to return to work.

California Code of Regulation (CCR), Title 19, Section 3.10 and CCR, Title 8, Section 3220

Fire Alarms

Fire alarms must remain operational at construction sites involving occupied buildings. In the event that the alarm system must be deactivated for more than four hours, the contractor must notify the Project Manager and the County Safety Officer (714-285-5535). Whoever monitors the alarm activation must be notified along with the local fire district. Approval to shut down a system will be given only with sufficient prior notice, where there is a demonstrated need, and the occupants of the building are not exposed to undo risk.

A fire watch is required whenever a fire alarm system is deactivated for more than four hours. The contractor is responsible for funding a fire watch.

County of Orange Safety and Loss Prevention Resource Manual

Contractor Employee Conduct

Each contractor shall insure that their employees and sub-contractor employees conduct themselves in a proper manner while working within County operations. Gestures, remarks, cat calls, whistling, or anything of a derogatory nature will not be tolerated.

Housekeeping

The contractor shall keep the work area, specifically walking and working surfaces, clean and free from debris and trash which could cause slipping and tripping hazards. Tools and materials shall be kept and stored in an orderly fashion.

California Code of Regulation (CCR), Title 8, Section 1513

Injury and Illness Prevention Program

Contractors shall submit a copy of their general Injury and Illness Prevention Program (IIPP) to the Project Manager prior to the start of the project. The contractor's IIPP shall meet the minimum requirement of California Code of Regulations (CCR), Title 8, Sections 1509 or 3203. Contractors shall submit other safety programs that pertain to the type of job that will be performed on site. Some examples are, but not all inclusive: confined space, fall protection, lockout/tagout, trenching and shoring, and asbestos and lead certifications. The County Safety Office is available to assist County project management in evaluating the contractor's IIPP.

California Code of Regulation (CCR), Title 8, Sections 1509 and 3203

Lighting

Walkways must remain lighted for the safety of the pedestrian. When construction activity impacts the lighting of the surrounding area or walkways, the contractor must provide temporary lighting to compensate for the loss. The county requires a minimum of (1) one foot candles for walkways and parking lots. Building entrances must be maintained at (5) five foot candles.

1994 Uniform Building Code (UBC) 400A

Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS)

MSDSs/SDSs on all material used on the project must be submitted to the Project Manager for review prior to the start of the project. Products containing carcinogens, asbestos and lead are not allowed to be brought onsite and used for any project without prior approval from the Project Manager. The Industrial Hygienist with CEO/Risk Management can assist project management regarding questions on an MSDS/SDS.

California Code of Regulation (CCR), Title 8, Section 5194

Noise

The contractor shall endeavor to keep the work area as quiet as possible. If power activated tools, screw guns, or other such devices must be used to accomplish the work,

County of Orange Safety and Loss Prevention Resource Manual

the contractor shall notify the Project Manager and advise him of the type of equipment to be used and the duration of the work to be done. At times it will become necessary for the contractor to stop work immediately when advised by the Project Manager, the department or County Safety Officer that the work is adversely affecting employees and or work areas.

Personal Protection

All required personal protective equipment (PPE) will be provided by the contractor. Its use is mandatory and enforcement is the responsibility of the contractor. Contractor's supervisor shall ensure that his employees wear appropriate clothing that provides adequate protection from normal hazards associated with the job. Examples of PPE are head, eye, hearing, hand, respiratory and fall protection equipment. All PPE used must meet ANSI or Cal OSHA standards.

California Code of Regulation (CCR), Title 8, Section 1514

Smoking

In accordance with California State Law and the COUNTY OF ORANGE policy, there is no smoking inside any county facility or within 20 feet of any entrance, exit and operable service window.

California Government Code, Sections 7596-7598 and OCCO 4-7-1

Stairways and Corridor Egress

Stairwells, elevator lobbies and corridors are intended to provide a safe means for occupants to exit the building and emergency personnel to access the scene. The exit corridors of all areas are required to be kept clear and unblocked at all times, regardless of their width. All carts, supplies, ladders, tools, etc. must be kept out of corridors or stairways when not in use. Some projects may require construction occupying part of the corridor width. When this happens, it is extremely important that the remaining corridor(s) be clear. If an entire corridor or exit must be blocked off for a project, the contractor must get permission from the Project Manager.

Uniform Fire Code, Article 12 and California Code of Regulation (CCR), Title 8, Section 3215

Trash, Waste, and Scrap Disposal

All trash, waste, and scrap must be disposed of each day in proper containers supplied by the contractor. All hazardous waste storage and disposal is to be coordinated with the project management.

Take measures to protect adjacent areas to the construction area from dirt, dust, and debris. Debris shall not be allowed to accumulate within or around the work area. The

County of Orange
Safety and Loss Prevention Resource Manual

worksite and surrounding area, especially stairways, corridors, and walkways, must be kept clear of obstructions, waste, and dust which may create tripping, slipping, or egress hazards.

California Code of Regulation (CCR), Title 8, Section 1736

Tools (Powered or Non-Powered)

Power tools shall be maintained in a safe working condition. Designed safety features such as guards and interlocks shall NOT be removed or disabled. Tools shall be tied off when used overhead. Tools powered by gasoline shall not be used inside county buildings unless prior permission given by the Project Manager and safeguards are put in place to reduce exposure to building occupants.

California Code of Regulation (CCR), Title 8, Section 1707

IV. Construction Safety and Hazard Communication Requirement

Asbestos / Lead

Asbestos and lead may be present in buildings where the contractor is working. Contractors must consult with the Project Manager to determine if contracted work will involve the disturbance of asbestos and/or lead. Contractors conducting asbestos or lead abatement work must meet all eligibility requirements established by regulatory agencies.

Any time the contractor finds suspected asbestos containing materials that were not previously identified, the contractor must immediately stop work and contact the Project Manager for the County.

All work shall, at a minimum, comply with all requirements specified by the Environmental Protection Agency (EPA), and California Code of Regulations (CCR), Title 8 pertaining to asbestos or lead.

Contractors shall submit a copy of their work plan to the Project Manager or designated safety consultant prior to commencing any abatement project. The work plan shall include, at a minimum, the scope of work, all up-to-date training and medical records, all required licenses, MSDSs of chemicals used for the project, and all permits.

All hazardous and non-hazardous waste generated from abatement projects MUST be properly manifested per EPA/DOT regulations and signed by the contractor or his designee.

Prior to any hazardous material abatement job such as asbestos or lead abatement, the contractor MUST notify and coordinate with Facilities Management personnel to shut down the air handler unit(s) serving the abatement area.

County of Orange Safety and Loss Prevention Resource Manual

The contractor will obtain necessary permits or registrations from applicable environmental agencies (e.g. South Coast Air Quality Management District, Cal OSHA, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to the Project Manager **in advance** of such work.

California Code of Regulation (CCR), Title 8, Sections 1529 and 5208

Barricades and Opening Protection

Barricades and warnings are required around all construction sites. In addition, adequate protection must be given to excavations, holes, or openings in floors or roofs, elevated platforms, and around overhead work to protect people from falling objects.

- Unless the general area is protected, barricades must be erected before any excavation and extended as the excavation progresses.
- Barricaded areas which contain an opening or hole for access must be protected during working hours and must be secured at the end of each day.
- All holes or openings through floors or decking at all elevations must be immediately covered or barricaded. Material or equipment must never be stored on an excavation cover or inside an excavated area.
- Hole covers must be secured or cleated so they CANNOT slip, and they must extend adequately beyond the edge of the hole.
- Barricade shall not create a trip hazard. Any potential trip hazards should be clearly marked.
- The type of barricading system, whether it is fencing, caution tape or some other means must be discussed with the Project Manager and/or in consultation with the County Safety Officer to provide protection for County employees and public users of that service.
- Warning signs should be placed on barricade/fence for the duration of the construction project. Warning sign verbiage shall be coordinated through the Project Manager.

California Code of Regulation (CCR), Title 8, Section 3212

Confined Space

The contractor must notify the Project Manager and submit a copy of their Confined Space Program if work in a confined space is planned. The contractor's Confined Space program shall, at a minimum, comply with California Code of Regulations (CCR), Title 8 requirements pertaining to confined spaces. The contractor is responsible for providing his own monitoring and rescue equipment necessary for safe confined space entry.

California Code of Regulation (CCR), Title 8, Section 5157

County of Orange Safety and Loss Prevention Resource Manual

Electrical

Contractors conducting high-voltage electrical work must be approved for such work by Cal/OSHA. All work shall, at a minimum, comply with all requirements specified in California Code of Regulations (CCR), Title 8 pertaining to High Voltage, Electrical, and specifically to Subchapter 5 – Electrical Safety Orders.

Household electrical extension cords are never permitted in County operations. If a heavy duty electrical cord is used on a temporary basis (a one day use and then unplugged and put away), it must be in good condition and must not create a trip hazard in hallways or on pedestrian walkways. Cords that stretch across walkways must be entirely covered, secured, elevated, or protected by other means when exposed to damage, water, or where they create tripping hazards.

Keep all electrical room doors secured when unoccupied.

Lockout/tagout procedures must be observed when working with electrical equipment. Please refer to Lockout/tagout section of this document.

Machinery or equipment must not be operated within fifteen (15) feet of electric power lines, except where the electrical distribution or transmission lines have been de-energized at the point of work.

All cranes, backhoes and similar lifting or excavating equipment must be effectively grounded when there is a possibility of such equipment coming into contact with an electric power line or power facility, located overhead or underground.

California Code of Regulation (CCR), Title 8, Electrical Safety Orders, Sections 2299-2974

Excavation Safety

Excavation and trenching shall be in accordance with all applicable regulations including CCR, Title 8, Trenching and Excavation requirements. The contractor is responsible for providing a “Competent Person” at every excavation site. This individual must be capable of identifying existing and predictable hazards in the excavation area and determining the suitability of equipment or materials used for support systems, shield systems, and other protective systems. Inspection records are subject to review by the Project Manager or County Safety Officer.

California Code of Regulation (CCR), Title 8, Section 1541

Fall Protection

Safety harnesses must be worn and tied off to independent lifelines when working from elevated areas under the following conditions:

- Roof pitch equals or exceeds 7 in 12.

County of Orange Safety and Loss Prevention Resource Manual

- Job requires workers to be closer than four (4) feet from the roof edge without parapets or other acceptable fall protection system.
- Two-point suspension scaffolds or stages are used.
- Boatswain's chairs are used.
- Scaffolds with incomplete handrails and decking are used.
- Ladders are placed near an opening.
- Elevated work is being performed with no protection available to prevent the worker from falling.

Every employee issued a safety harness shall be instructed by a qualified person in the proper method of wearing, using, and securing it to an approved anchorage point.

California Code of Regulation (CCR), Title 8, Sections 1670 and 1671.1

Hazardous Materials

Use of any hazardous material is subject to the prior approval of the Project Manager. The Project Manager reserves the right to require substitution of materials planned for use. Hazardous materials being used for the project must be properly stored in secondary containment for the duration of the project. Approved chemical storage cabinets should be used and all applicable fire and building codes shall be followed. In order to protect County employees and members of the public, all hazardous materials storage areas are subject to inspection by Project Management and/or the County Safety Officer.

Flammable liquids in quantities less than fifty-five (55) gallon drums are to be kept in "safety" cans that have been properly labeled as to their contents. Drums and tanks of fifty-five (55) gallons or more must be labeled, grounded, equipped with self-venting bungs, top-dispensing and must be placed at least twenty-five (25) feet away from smoking, welding, burning, or other heat sources.

Gas Cylinders must be securely held upright. Fasten them with an approved restraint device to rigid structures so they will not fall or be knocked over. For earthquake safety, all cylinders should be double strapped. Locate cylinders away from pedestrian traffic areas. Make sure they are in well ventilated locations, at least 20 feet from highly combustible material. Keep cylinders out of the direct sun and do not allow them to be heated.

Read the labels on all the materials you use and be aware of their hazardous properties. Take all appropriate precautions advised on the container labels or MSDSs. Before using odorous chemical compounds or products such as glues, epoxies, paints, thinners, advise the Project Manager. If the compound will cause problems for building occupants, you may be asked to limit or suspend work until further notice.

California Code of Regulation (CCR), Title 8, Section 5191

County of Orange Safety and Loss Prevention Resource Manual

Lockout/Tagout

A contractor's Lockout/tagout program shall at a minimum comply with California Code of Regulations (CCR), Title 8 requirements pertaining to lockout/tagout. A contractor must request permission through local Facilities Management Personnel and the Project Manager prior to performing any lockout/tagout of county equipment.

California Code of Regulation (CCR), Title 8, Sections 3314 and 4413

Scaffolding

All scaffolding shall be erected and maintained in compliance with applicable standards, including CCR Title 8, Article 21, 22 and 23 and the manufacturer's requirements. Each scaffold must be erected and dismantled by licensed scaffolding contractors. Inspection of scaffolding must be made by a **competent person** assigned by the contractor for the work to be performed. All scaffold platforms must be equipped with standard forty-two (42) inch high handrails and mid-rail, rigidly secured and completely decked with safety plank or manufactured scaffold decking. Rigidly secured four (4) inch high toe-boards must be used on all scaffolding. Scaffolds must be tied off to the building or structure at proper intervals.

Welding and Burning

Prior to commencing welding or burning operations, the contractor must notify the Project Manager. The following are general requirements when performing any welding and/or burning operations:

- All exposed combustible materials below welding and burning areas must be removed to a safe location. In addition, an approved spark catcher must be used for overhead welding.
- A dry chemical (ABC) or water type fire extinguisher (at least five-pound) must be maintained within twenty-five (25) feet of any welding, burning or open-flame work.
- No welding or burning is to be done on a closed vessel or tank, or any vessel previously in use unless it has been decontaminated and is certified gas-free. Permission must be obtained prior to commencing of operations.
- Adequate ventilation must be provided at all times.
- Flashback arrestors must be installed on all oxy-acetylene torches.
- All arc welding must have a separate and adequate ground, pulled from the machine to work locations in all operating areas.
- All arcs are to be shielded in operating areas by the use of such barriers as welding curtains, screens and enclosures.
- All welding near halogenated solvents (i.e. Methylene Chloride, Carbon Tetrachloride, TCA, TEC, etc.) is strictly prohibited.
- Approved welding eye protection or goggles must be used when welding or burning.

County of Orange
Safety and Loss Prevention Resource Manual

- An approved welding helmet must be worn.
- Compressed gas cylinders must be secured vertically to an adequate support while in storage, transit, or use. The protective cap must be on during storage and transit.
- Oil and grease must be kept away from oxygen regulators, hoses and fittings. Do not store wrenches, dies, cutters or other grease-covered tools in the same compartment with oxygen equipment.
- Cylinders and hoses should be placed where they are not exposed to sparks and slag from a burning operation.
- A fire watch must be maintained for a minimum of **thirty (30) minutes** after completion of hot work to detect and extinguish smoldering fires. The fire watcher requires training in emergency procedures and contact numbers before hot work begins.

V. Environmental Requirements

Air Emissions

In order to protect County employees and members of the public, any operation or procedure that will involve the release of significant quantities of dust, vapors, fumes or mist shall be approved by the Project Manager prior to start of work. Examples are large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, etc.

South Coast Air Quality Management District (SCAQMD)

Environmental Permits, Registrations, and Notifications

The contractor will obtain necessary permits or registrations from applicable environmental agencies (e.g. South Coast Air Quality Management District, California Air Resources Board, Cal OSHA, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to the Project Manager **in advance** of such work.

Hazardous Material Spills

The contractor must report any spills immediately to the Project Manager and take immediate action to contain the spill. Regulatory agencies require containment and remediation of all spills of hazardous materials, including fuels and oil. Contractors who spill any such substances on county property are responsible for clean up. Clean-up of the contaminated area must be performed to the regulatory accepted level based on testing. Testing and disposal will be coordinated through the Project Manager and paid for by the contractor.

County of Orange
Safety and Loss Prevention Resource Manual

Hazardous Waste

The contractor shall comply with all federal, state and local regulations pertaining to the management of hazardous waste as well as county requirements. Hazardous waste must be handled and accumulated on site in a safe manner and by properly trained contractor personnel.

Code of Federal Regulations (CFR), 40 and 49

- Fluorescent lamps are to be removed from fixtures with care and placed in special cartons and disposed of properly. Do not dispose of lamps in regular trash containers.
- Asbestos containing materials removed under abatement contracts may be considered hazardous waste and it is the responsibility of the general and abatement contractors to dispose of hazardous waste properly.
- Lead-based paint removed from structures is considered hazardous waste and must be disposed of properly.
- Hazardous waste generated on-site shall not be transported from that site without proper manifest and signatures. Hazardous waste will be transported and disposed in accordance with all applicable Federal, State, and local regulations. All hazardous and non-hazardous waste generated from abatement projects MUST be properly manifested per EPA/DOT regulations and signed by a designated person.
- Contractors are required to furnish the Project Manager with documentation of proper disposal whenever the contract calls for disposal of hazardous waste including spills.

Storm Drains / Sanitary Sewer

No hazardous, toxic liquid or solid material(s) shall be discharged to the storm drain and/or sanitary sewer system. Contractors performing planned work that will create potential runoffs such as water blasting, wet method surface removal, etc, must consult with the Project Manager to ensure proper protection of drainage system and adequate product collection procedures.

Care must be taken to locate chemical storage and transfer areas to prevent the possibility of accidental spillage of chemical products.

VI. Additional Requirements

Work which involves offending odors, excessive noise, or other irritating environmental agents may be required to be performed during “off-hours”

County of Orange
Safety and Loss Prevention Resource Manual

Contractor must maintain all required permits and licenses for the job. Such permits and licenses must be available at the job site for inspection/audit.

The County retains the right to protect its employees and other County interests by enforcing the provisions of this policy as well as the project contract sections pertaining to compliance with applicable laws and regulations if the work is deemed immediately dangerous to employees or the public. Notwithstanding that right, it is understood and agreed that sole legal and contractual responsibility for ensuring occupational safety and health compliance on contractor worksites remains with the contractor and that the County is not exercising control over worksite safety in the context of California Code of Regulations section 336.10.

Training Documentation

Contractor must keep required training documentation for each contractor employee assigned to work within County operations current. Documentation of required training for each contractor personnel must be made available for examination by Cal/OSHA or County Safety Staff if requested. Contractor shall complete and sign contractor Safety Acknowledgement form provided by the project manager on page 14 of the document. *California Code of Regulation (CCR), Title 8, various sections*

Mold

To prevent mold, contractors should fully enclose a structure before installing insulation, drywall, or other materials that support mold growth. The enclosure should prevent rain or other moisture infiltration from creating water damage or affecting building materials.

Cal/OSHA Regulations can be found on the internet at:

<http://government.westlaw.com/linkedslice/default.asp?Action=TOC&RS=GVT1.0&VR=2.0&P=CCR-1000> OR

<http://www.dir.ca.gov/Samples/search/query.htm> For CCR, Title 8 Regulations

**County of Orange
Safety and Loss Prevention Resource Manual**

**COUNTY OF ORANGE
SAFETY AND LOSS PREVENTION OFFICE**

CONTRACTOR SAFETY POLICY ACKNOWLEDGEMENT FORM

I, _____, certify that I have read the contractor Safety Policy and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with the provisions of this program.

(Name of Contractor/Company)

(Signature)

(Printed Name)

(Date of Signature)

NOTE: The County Project Manager shall retain a copy of this signed agreement with the file for this contractor.