



UNIVERSITY OF NORTH TEXAS™

OFFICE OF FACILITIES MANAGEMENT & CONSTRUCTION

CONTRACTOR SAFETY AND WORK PRACTICES

All contractors performing work for UNT Denton Facilities must adhere to these rules. Interpretation of these rules shall be made by the designated representative for UNT Facilities.

GENERAL REQUIREMENTS

1. All unusual incidents (accidents, damage to property, etc.) should be reported immediately to the UNT Facilities Project Manager or the designee. Emergencies should be called to 911.
2. Appropriate steps should be taken to protect the faculty, staff, and students from hazards created by work site operations. The site shall be separated from public access by fences, barricades, or other appropriate security measures as needed. All hazardous openings or excavations must be barricaded at all times unless the work requires their temporary removal. At no time leave the hazard unattended.
3. UNT complies with the State of Texas Indoor Air Quality guidelines and notifies building occupants of any work that might impact the air quality. Contractor is responsible for identifying and informing the Facilities' representative of potential work-related airborne contaminants that may be produced from disturbance of building materials. Contractor shall be responsible for designing and implementing appropriate control measures and monitoring indoor air quality (IAQ). Contact Risk Management to have 5-Day Notice placed in their designated locations.
4. Texas Excavation Safety System (1-800-DIG-TESS) must be notified 48 hours prior to excavating, digging, or trenching on the UNT Campus. This applies to all excavations, regardless of depth and whether internal or external to structures.
5. A Confined Space Entry permit must be obtained before any contractor employee can enter an excavation of over 4 feet, a tank or confined space. It is the responsibility of the contractor to inform the UNT Facilities representative of the need for a Confined Space Entry permit.
6. A Hot Work permit must be obtained before any contractor employee can grind, weld, solder, braze, or use a cutting torch, or gasoline powered tool inside a building. It is the responsibility of the contractor to inform the UNT Facilities representative of the need for a Hot Work permit.
7. All documentation required by EPA regarding the removal or addition of refrigerants, including installation or removal of appliances containing refrigerants, is to be provided to the Facilities Compliance Coordinator at or before invoicing for services rendered.
8. Documentation of processes and procedures required by the EPA in the abatement and monitoring of asbestos containing materials are to be provided to the Facilities Compliance Coordinator at or prior to invoicing for services rendered.
9. Flammable and combustible wastes must be removed from the premises at the end of each working day.
10. Any work requiring the deactivation/disconnection of an active fire protection system must be planned and scheduled so as to limit the actual downtime to the absolute minimum. The UNT Fire Shop Supervisor must be notified in advance.

11. "Danger – Work Overhead" signs must be posted in a conspicuous manner while performing overhead work. If there is a danger of sparks from cutting, etc., or other materials falling, the area below must be roped off completely. Contractor should be aware of all fire protection devices in the work area and potential for accidental initiation. Contact UNT Fire Shop with inquiries.
12. Fire doors must not be blocked or fastened open. Wires, cables or hoses, etc. shall not pass through a doorway and prevent the fire door from closing completely.
13. Due to simultaneous construction activities, UNT is considered to have disturbed an area greater than 5 acres for the purposes of TCEQ permitting. Obtain appropriate storm water permits and provide appropriate measures to protect catch basins, storm drains, streams, etc.
14. Contractor is responsible for protection of buildings, roofs, streets, trees, shrubbery, and lawn areas from damage.
15. Contractors are required to use *Trak Mats* (or similar) to protect the grass/ground anytime it is necessary for equipment or vehicles to enter unpaved areas. UNT Facilities has *trak mats* available for loan, free of charge, to contractors actively doing work on our campus. The contractor should work through their facilities contact to obtain the mats and sign them out. Contractors will be required to complete a checkout/in form prior to receiving any mats. Contractor is responsible for costs of repair to grounds areas caused by not following this requirement. Contractor is responsible for any lost or broken mats at the cost of \$24.00 each. Condition assessment will be made at check-in. Final payment to contractor will be withheld until all mats are return in satisfactory condition.
16. Contractors shall comply with OSHA Hazard Communication Standard. Material Safety Data Sheets for each hazardous chemical shall be readily available and located on site.
17. The contractor shall observe the facility speed limits when moving any type of vehicle. Vehicles cannot be moved on inner campus streets during class changes. Care should be taken to park in service driveways and to not block sidewalks or pedestrian traffic. Parking on the grass, around mall areas, and under trees is not allowed. Parking on pedestrian sidewalks is strictly prohibited. Unload materials/equipment and move vehicle to designated parking area. Anytime a sidewalk is blocked due to construction, install construction fencing around the work area so it is clearly identifiable for visually impaired.
18. Contractor personnel shall not connect to or adjust UNT equipment unless authorized by the Facilities representative. Permission should be obtained from the Facilities representative before operating electrical disconnects and circuit breakers.
19. The contractor's employees will be permitted access only to those areas necessary for the performance of contractual work. Contractor's employees or subcontractors will not be allowed to tour or roam around the facility or to enter areas not necessary for the performance of their work.
20. The job site must be as clean and orderly as possible at all times. Housekeeping is the contractor's responsibility. The Facilities Representative will designate an area for material staging.
21. The contractor is responsible for the conduct of his employees and subcontractors and shall enforce good order and conduct at all times.
22. All equipment owned or operated by the contractor must be in good condition with safety equipment intact.
23. Contractor employees are required to wear professional and appropriate clothing with the company name prominently displayed or wear identification badges with the employee and company name. Apparel displaying profanity or lewdness is not acceptable.
24. Contractor employees and subcontractors shall use appropriate PPE.
25. Contractor employees shall not possess or use alcoholic beverages or regulated drugs not prescribed by a physician.
26. Contractor employees shall not possess explosives, firearms, ammunition, or other weapons.

27. Contractor vehicles will be appropriately marked with the company name or shall display a temporary parking permit.
28. When a work stage is complete and a progress invoice is submitted, the Facilities Project Manager will be the person who authorizes payment. Requesting progress inspections at the appropriate times will avoid delays in payment.
29. Prior to completion and demobilization, UNT representative and Contractor shall inspect the jobsite to ensure all project material and debris has been cleaned up and properly disposed of.
30. For accidents, injuries, or illness emergencies call 9-1-1. For other emergencies, contact UNT Police at 940-565-3000. Immediately report all related work accidents, injuries, and illnesses to your University of North Texas Facilities contact.