



UNIVERSITY OF NORTH TEXAS

OFFICE OF FACILITIES MANAGEMENT AND CONSTRUCTION

CONTRACTOR SAFETY & 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 should be reported immediately to the UNT Facilities representative (accidents, damage to property, etc.). 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.
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).
4. Texas Excavation Safety System (1-800-DIG-TESS) must be notified 48 hours prior to excavating, digging, or trenching on the UNT Campus.
5. A Confined Space Entry permit must be obtained before any contractor employee can enter 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 weld, solder, braze, or use a cutting torch. It is the responsibility of the contractor to inform the UNT Facilities representative of the need for a Hot Work permit.
7. Flammable and combustible wastes must be removed from the premises at the end of each working day.
8. Any work requiring the 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 & Life Safety department must be notified in advance.
9. "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.
10. 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.
11. 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.
12. Contractor is responsible for protection of buildings, roofs, streets, trees, shrubbery, and lawn areas from damage.
13. Contractors shall comply with OSHA Hazard Communication Standard. Material Safety Data Sheets for each hazardous chemical shall be readily available and located on site.
14. 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.

15. 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.
16. 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.
17. 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.
18. The contractor is responsible for the conduct of his employees and subcontractors and shall enforce good order and conduct at all times.
19. All equipment owned or operated by the contractor must be in good condition with safety equipment intact.
20. Contractor employees are required to wear clothing with the company name prominently displayed or obtain and wear identification badges with the employee and company name.
21. Contractor vehicles will be appropriately marked with the company name or shall display a temporary parking permit.
22. Contractor employees will be appropriately dressed for the work; shorts, torn clothing, and t-shirts with sexual phrases or profanity will not be allowed.
23. Contractor employees and subcontractors shall use appropriate PPE.
24. The contractor and his employees shall comply with all federal, state and local safety regulations.
25. When a work stage is complete and a progress invoice is submitted, the Facilities representative will be the person who authorizes payment. Requesting progress inspections at the appropriate times will avoid delays in payment.