



Contractor Handbook

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INTRODUCTION

The Facilities Services Department at SUNY Oswego (here in after referred to as "College") coordinates design, planning, and construction services for campus physical plant improvement projects. As part of our goal, we have developed this handbook for outside Contractors and Consultants to provide a source of useful information regarding the College's policies and procedures, site information, and information relative to the Facilities Services projects.

The College aspires to provide an environment for all of its students, employees, and visitors that is safe, clean, and advancing our mission. This handbook is meant to assist Contractors in obtaining an understanding of campus operations and should not be regarded as a complete statement of all College policies.

The College, as a State Agency, is required to ensure all students, employees, visitors and contractors uphold all laws and regulations set forth by the State of New York.

If you have any additional questions regarding campus policies, please contact the Facilities Services Department.

CONTACT INFORMATION

Facilities Services
SUNY Oswego
Oswego, New York 13126
315-312-6600
Fax - 315-312-6300
projects@oswego.edu

Office of Planning & Design
315-312-6600
Fax - 315-312-6300
facilities.services@oswego.edu

Office of Maintenance & Operations
315-312-3200
Fax - 315-312-3166
fmo@oswego.edu

Office of Major Projects
315-312-6600
Fax - 315-312-6300
projects@oswego.edu

Office of Environmental Health & Safety
315-312-3157
Fax – 315-312-4915
ehs@oswego.edu

Office of Facilities Services Administrative Support
315-312-6600
Fax - 315-312-6300

EMERGENCY NOTIFICATION

Call **911** for any medical or safety emergency. For any/all emergencies on college property you must call University Police. From a cell phone call UP at 315-**312-5555** and a college phone **5555**.

Contractors will provide the College project coordinator with a manned 24-hour emergency contact phone number.

PROJECT COMMUNICATION

The single point of contact for all communications with the College is the designated project agency or the College's designated representative. In the absence of a "College designated representative", contact the Facilities Services Department. All other communications are considered unofficial.

CONTRACTOR PERSONNEL

The Owner and its agents, reserves the right to remove any party, employee, or contractor from the site at any time for any reason.

Unprofessional or unsafe decorum of Contractor personnel will not be tolerated.

All Contractor personnel are required to visibly wear an employer issued identification while on the College campus. The identification must include the name of company they are employed by, the employee name, and a recent picture of the employee.

Appropriate Personal Protective Equipment shall be worn at all times. Minimum requirements in construction areas are hard hats, safety glasses, high-visibility vests/shirts/jackets and durable boots covering the feet and ankle. Appropriate work gloves are required for all employees at all times while on site.

DISCRIMINATION & HARRASSMENT

The College does not discriminate on the basis of gender, race, nationality, creed, color, sexual orientation, marital status, age or disability. The goal of the College is to nurture members' abilities and capacities for appreciation of living and working together in a diverse learning environment.

Members must not expose others to discriminatory acts of any form related to gender, race, nationality, creed, color, sexual orientation, marital status, age or disability since such acts, either active or passive, create a hostile environment.

Members of the College Community who experience discrimination or observe discrimination should immediately report their experience or observation to the Affirmative Action Officer, Dr. Rodmon King, at 315-312-4478, rodmon.king@oswego.edu.

SEX DISCRIMINATION, SEXUAL ASSAULT & VIOLENCE

Anyone experiencing or observes an incident of sex discrimination, harassment, violence or exploitation on or off campus, report the incident to University Police (24/7) at 315-312-5555.

DRUGS & ALCOHOL

The College maintains a zero-tolerance policy on the possession, distribution, or use of drugs and alcohol on College property.

TOBACCO PRODUCTS

SUNY Oswego is Smoke & Tobacco Free.

Smoke Free/Tobacco Free Policy

Health risks associated with the use of tobacco products are well documented. Since 1990 when the college first implemented the policy related to smoking on campus, additional studies have also indicated that exposure to environmental tobacco smoke (second hand smoke) is a significant risk for the non-smoker. **This policy statement is intended to update the current smoking policy to prohibit smoking of any kind and other uses of tobacco products on campus, at extension campuses, at all indoor and outdoor events, college sponsored programs and activities off campus, in personally owned vehicles parked on campus, and all vehicles and equipment owned leased or operated by the College and its affiliate organizations. Use of tobacco products other than smoking products and other smoking apparatus such as pipes, hookas and ecigarettes, etc. is also prohibited.**

Education and Cessation

The College recognizes that tobacco is an addictive substance; that use of tobacco adversely affects physical health and productivity; that ceasing the use of tobacco is difficult; and that persons wishing to cease the use of tobacco often need support. The prevention of tobacco use provides positive health and community benefits. The College is committed to providing access to cessation services and prevention programming for members of the campus community. Campus members and visitors are invited to see the tobacco free webpage at www.oswego.edu/ozquits

- Students- Tobacco cessation services and prevention programming are offered for students during the fall and spring semester. Prevention programming occurs through active and passive methodologies. Students interested in cessation programs are encouraged to contact the Health Center at 315-312-4100.
- Faculty and Staff- Tobacco cessation services and prevention programming are offered for faculty and staff on a year-round basis. Prevention programming occurs through active and passive methodologies. Faculty and staff interested in cessation programs are encouraged to contact the Walker Health Center at 312-4100 for referral to available services or the NYS Quits at <http://www.nysmokefree.com/> and the Tobacco Free Network of Oswego County at <http://www.tobaccofreenys.org> or contact Abby at 315-343-2344 ext 21 or at ajenkins@cnymail.com.

Definitions

1. E-cigarette: any electronic oral device, such as one composed of a heating element, battery or other electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking.
2. Smoking: the inhaling, exhaling, burning, carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation.
3. Tobacco Product: any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco, not including any cessation product specifically approved by the U. S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

More information can be found at our website, www.oswego.edu/ozquits

Compliance

The effectiveness of this policy relies on the thoughtfulness, consideration and cooperation of all members and visitors to the college for success. Respectfully observing this policy will reduce the health risk and environmental byproducts of tobacco use and other smoking materials. Particularly in an academic community, mutual respect among members provides the freedom on inquiry and discourse which is at the heart of our enterprise. To make that possible, mutual respect for each other and the community's well-being is fundamental to all members assuming responsibility to create and maintain the quality of our learning community. Responsibility for complying with the policy rests first and foremost with the individual. Policy non-compliance will prompt an initial educational response which will include information regarding the existence of the policy, the rationale for the policy, and the availability of tobacco cessation support services. Repeated non-compliance will be referred to the appropriate campus student contact or employee supervisory system for resolution. Employees and students will be treated respectfully in the consistent observance of the policy.

FIREARMS, WEAPONS, & FIREWORKS

The College maintains a zero-tolerance policy on the possession, distribution, and/or use of firearms, weapons, and fireworks on College property.

EXPLOSIVES, FLAMMABLES & HAZARDOUS SUBSTANCES

Possession, distribution, and/or use of explosives, flammables or hazardous substances are prohibited on College property unless otherwise authorized by the College.

PARKING

Parking Regulations - The College's parking regulations are available online at: <http://www.oswego.edu/administration/parking/parkingregs.html>

Contractor Parking - With authorization by the College, the "Company" service trucks (those with signage) may be able to use service entrances to campus buildings. Contractors may not use main pedestrian entrances. "Company" vehicles of Contractor may park within their approved work zones, however all vehicles need to be registered with campus parking. Private, Contractor worker vehicles shall park in parking lots as designated by the College. Contractors and their employees must abide by any and all college and state parking and traffic laws and regulations. Contractors and their employees are solely responsible for any traffic or parking tickets they incur. Parking permits are obtained at the College Parking Office. All vehicles are required to have a valid parking permit which is issued by the College. Obtain permits at the College parking office located on Route 104 near the main campus entry.

SECURITY

Contractors will close and lock all doors and windows as well as turn off lights, to mechanical rooms, offices, and classrooms upon completion of working in these areas daily or and when leaving the site, such as lunch time.

Under no circumstances will the College assume responsibility for a Contractor's and their employees tools, equipment, and/or materials.

All occupied residential building doors are to remain locked at all times. Do not prop exterior doors open.

KEYS

Upon authorization, the College will provide keys upon written request of the Contractor or agency. Authorized keys will be "signed out" by Contractor supervisors on the appropriate form. These keys may only be used to enter work areas during authorized contract work hours as directly associated with their work. The Contractor, not the individual, will be solely responsible for any costs of extra work or re-keying required by the loss of said keys.

FIRE SAFETY

The Contractor is responsible for ensuring the operational integrity of all fire alarm and fire protection systems throughout the duration of construction. This includes protection of all devices from contamination and the prevention of false alarms.

Fire alarm device or protection systems may need to be interrupted from time to time. The Contractor **shall** supply the project-specific fire-prevention-during-construction plan to the College's Fire Marshal and/or designated College representative for approval three weeks before the work begins. Notification of system/device outages shall be made 72 hours/3 working days prior to needed the device disabled and or re-enabled.

If any alteration to the existing fire alarm system (temporary shut-down, removal, replacement, etc.) is required in Contract work, proper notification needs to be submitted within the two week look ahead, and a fire watch may be required by the College, provided by the contractor.

All Contractor personnel **must** adhere to the Federal and State Fire and Building Codes.

A fire safety review of the work site will periodically be conducted by the College's Fire Marshal and or designated representative. The results and findings will be made available to the Contractor. The Contractor will promptly correct any deficiencies.

Fire doors will remain closed at all times.

HEALTH & SAFETY

The Environmental Health and Safety Office is authorized to deal with safety issues and unsafe conditions or imminently dangerous situations in a prudent and professional fashion. This may include shutting down a process or operation, evacuating an area until test results show it is safe to enter, and any other protective safeguarding measures deemed necessary.

All hazardous spills, regardless of size, must be reported immediately to the Environmental Health & Safety Office at 315-312-3150 or, if no response, University Police at 315-312-5555.

Contractors are to know and abide all the College, State, and, Federal Edicts including OSHA, EPA, DEC, NYS Education Law, PESH, Toxic Substances Act (NYS Labor Law Article 28), and any other relative stature.

Contractors are required to have weekly safety meetings. Records will be made available upon request.

ACCIDENT REPORTS

Contractors are required to report all incidents of accidents that require EMS response, involve unsafe conditions, and/or unusual incidences that warrant investigation at the scene to University Police (315-312-5555) and the College's designated representative.

OUTAGES

Prior to starting construction the Contractor will provide the College a tentative schedule of outages for approval.

The schedule must be maintained over the life the project such that the College has a minimum 21 day period of notification of any event.

Contractors will follow all requirements of the DIG SAFELY NEW YORK program (1-800-962-7962).

DELIVERIES

SUNY Oswego will not accept deliveries for any Contractor. It is the Contractor's responsibility to arrange deliveries so that they will be available to accept them.

Storage of Materials: Materials are to be stored in the Contractor's staging area or an additional area assigned by the College. Contractors are responsible for the security and protection of their stored materials.

USE OF FACILITIES

Use of the College's facilities, service areas, restrooms, elevators, amenities, or equipment is not permitted unless authorized by the College in advance.

Use of the College's sidewalks, grass, fire lanes, or plazas as roadways is not permitted unless authorized by the College in advance.

Contractors are responsible for their own snow removal, lawn maintenance and restoration of the project site. Lawn maintenance includes along both sides of the construction fence line.

SITE SPECIFIC SAFETY PLAN

Prime Contractor will prepare a Prime Contractor's Site Specific Safety Plan (SSSP) that encompasses all of its work scope and activities. This plan will incorporate any owner/site specific requirements.

The Prime Contractor must:

- Submit and receive Owner's approval of the Prime Contractors SSSP prior to the start of work.
- Update the SSSP as the work scope progresses, as conditions change or as other scopes or potential hazards are introduced.
- Ensure flow down of all SSSP requirements to all subcontractors at each tier.

The Prime Contractor shall plan and execute all work while complying with:

- All current applicable laws (including but not limited to legally binding federal, state and/or local codes, standards, and regulations regarding environmental, safety and/or health matters) and Prime Contracts to those laws as they occur.
- These Prime Contractor Safety Responsibilities, Terms and Conditions, processes and procedures, Owner Jobsite Safety process, the SSSP and all safety-related provisions of the Prime Contract.
- Any special or additional requirements communicated by the Owner.

If applicable laws and/or provisions of these Safety Responsibilities and the SSSP differ, the more stringent requirement, as determined by the Owner, shall apply.

Prime Contractor is directly responsible for communicating to, and ensuring adherence and accountability by all lower-tier contractors, subcontractors, suppliers, vendors, and their employees (including delivery drivers). To achieve this, the Prime Contractor will develop a defined "flow down" strategy and proves to assure compliance, which shall include formal kick-off sessions with each tiered Prime Contractor, ongoing compliance monitoring and immediate response to deficiencies.

In accordance with the terms and conditions of the Contract, the Owner or its agent, reserves the right to take appropriate actions to remedy any non-compliance at the Prime Contractor's costs/expense. Owner also reserves the right to withhold payment pending correction and abatement of all noted or discussed hazards.

WORKSITE CONDITIONS

The Contractor will maintain a clean and safe worksite on a continuous basis. On a daily basis, all trash and debris to be collected and placed in appropriate Contractor waste receptacles. Do not use the College waste receptacles.

Any disruptions to an area will be repaired by the Contractor to new condition with final approval and acceptance by the college. All disruptions must be done and completely restored before close of the project.

Turf areas will not be utilized by a Contractor unless authorized by the College.

All Prime Contractor employees, and each subcontractor employee, will read and acknowledge that they understand the SSSP and this Prime Contractor Safety Responsibilities document prior to starting work.

Prime Contractor foreman, supervisors and superintendents assigned to the Owners' sites will be OSHA 30-hour certified or in pursuit thereof. All Prime Contractor personnel will be trained and/or verified in accordance with all federal, state, city and owner standards. Owner reserves the authority to require additional training of Prime Contractor or Subcontractors personnel as deemed necessary or appropriate.

In addition to the Owner orientation, the Prime Contractor or its Subcontractor shall provide an initial safety orientation to each new employee, including all sub-tier employees, prior to the

start of work at the site. At a minimum, the orientation shall include training on general safety hazards, site-specific safety policies and procedures, personal protective equipment, fall protection, cranes and rigging, stored energy, injury reporting and protocols, emergency evacuation, and preferred medical providers. All orientations shall be documented by the Prime Contractor and verifiable by the Owner.

Prime Contractor shall provide for weekly Toolbox safety meetings for all employees under its direct or indirect supervision. A copy of the Toolbox topics, including sign-off sheets, must be maintained and submitted to Owner and Environmental Health and Safety.

Prime Contractor shall conduct periodic safety meetings with employees, foremen and Subcontractors at all tiers to address safety, lessons learned and high-hazard activities.

Prime Contractor's employees, Subcontractor and all sub-tier employees shall participate in daily sunrise huddles and job-wide safety stand-downs as held by the Owner.

Prime Contractor and all Subcontractors management shall attend safety meetings as scheduled by the Owner.

MONITORING AND INSPECTION

Prime Contractor shall conduct daily visual inspections of all work areas and a formal and documented weekly safety inspection, notifying Subcontractor and Owner of any recognized hazards. A copy of the Owner weekly jobsite inspection form, or equivalent, will be provided to Owner within 24 hours.

Each Prime Contractor shall have a qualified safety professional perform one documented safety assessment of their work scope on a monthly basis, and submit the completed assessment to the Prime Contractor and Owner within 24 hours. The Prime Contractor and Subcontractor will immediately address and abate any deficiencies.

WORKING FROM HEIGHTS/FALL PROTECTION

Prime Contractor will utilize a 100% 6-foot fall protection policy and program. Each person on a walking or working surface with an unprotected side or edge that is 6 feet or more above the next lower level shall be protected from falls using the Hierarchy of Controls (elimination, substitution, engineering, administrative, and personal protective equipment). As such, personal fall arrest systems (PFAS) shall be considered as the last option. All personnel at all tiers will comply with this requirement, including Roofers, Ironworkers, Erectors, and Connectors, regardless of any exemptions that might otherwise be available under OSHA, trade agreements or other applicable laws.

The following exceptions to the 100% 6-foot fall requirement may exist, depending on site-specific requirements:

- Proper use of a step ladder (up to 12 feet) on a stable and level foundation.
- Proper use of an approved and inspected extension ladder (up to 24 feet) for movement between levels (not as a working platform).

- Step and extension ladders shall be positioned so as not to expose the employee to a secondary fall hazard (ex; window opening, stairway, etc.)
- Other extraordinary circumstances only if: (i) Prime Contractor's competent person determines that neither engineering controls nor a PFAS would be feasible; (ii) Owner provides prior approval in writing; and (iii) the method of proceeding complies with all applicable laws.

Equipment, such as scaffolding and ladders, shall be inspected for defects by Prime Contractor's competent person prior to use. Any equipment found to be defective or unserviceable will be immediately taken out of service and removed from the site.

Job-made ladders shall be built in accordance with ANSI A14.4 and OSHA standards and only after an alternate fall protection plan has been submitted and approved by the Owner or its agent.

Prime Contractor shall ensure that fiberglass ladders are only to be used.

CRANES AND RIGGING

When working with mobile cranes or tower cranes, Prime Contractor shall appoint a certified signal person and qualified rigger prior to any lift. Documentation on qualifications/ certifications and rigging plan will be provided to Owner two weeks prior to the arrival of equipment on site. The Prime Contractor will adhere to all current and subsequent Owner crane and rigging policies and practices.

ROADWORK

College roads are property of New York State. All work on College roads must be conducted in accordance with DOT rules and regulations.

PERMITS & NOTIFICATIONS

Permits and notifications are required for construction, removal of hazardous materials, use of torches or other burning devices, and any other area where New York State Codes, Rules and Regulations govern, including but not limited to the "Right to Know" Law.

Building Permits – Issued through the State University Construction Fund (SUCF), Dormitory Authority of the State of New York (DASNY) or the College Fire Marshal depending upon respective project Contract. The permit must be posted at the job site in clear view.

Hazardous Materials – all permits and variances need to be posted at all entrances to a building within the required time constraints. All equipment and work areas need to be clearly identified. Copies of all SDS sheets must be provided to the College's designated representative. Before hazardous materials are removed from the College, the College's designated representative is required to sign and obtain a copy of all waste manifest(s).

Hot Work Permits – whenever a Contractor will be using a torch or similar high-heat device, grinding or cutting metal or crafting sparks, a permit needs to be issued by the Environmental Health and Safety Office. Contact the College's designated representative for the respective project to coordinate obtaining the permit. In addition, University Police must be contacted

when a burn is initiated and the exact location provided, and then again when the burn activity is done for that day. Follow burn permit instructions.

COLLEGE CALENDAR

The current Academic Year Calendar is available online at <http://www.oswego.edu/administration/registrar/academiccalendar.html/>

Please note the dates for exams and other events.

DAILY CLASS SCHEDULE

<u>Monday, Wednesday, Friday</u>	<u>Tuesday, Thursday</u>
8:00 am – 8:55 am	8:00 am – 9:20 am
9:10 am – 10:05 am	9:35 am – 10:55 am
10:20 am – 11:15 am	11:10 am – 12:30 pm
11:30 am – 12:25 pm	12:45 pm – 2:05 pm
12:40 pm – 1:35 pm	2:20 pm – 3:40 pm
1:50 pm – 2:45 pm	3:55 pm – 5:15 pm
3:00 pm – 3:55 pm	
4:10 pm – 5:05 pm	

Although this is the predominant class schedule there are labs and evening classes, as well as other events occurring on campus. Subject to change.

RESIDENCE HALLS QUIET HOURS

Quiet hours in all Residence Halls are 10:00 pm to 10:00 am and vary during final exams. Any site work which will violate quiet hours must be approved by the College's designated representative.

