

Facility Environmental Health and Safety for Contractors/Vendors at UWM

PRIMARY UWM CONTACT INFO:

University Safety and Assurances (US&A) - phone: 414-229-6339

Facility Services - phone: 414-229-4742

Emergency Information (fire, accident, injury, severe weather, etc.):

Contractors/vendors must have their own emergency response procedures. They must also be familiar with UWM procedures.

The University Police are the first responders for *all* emergencies at UWM. Call x9-911 or x4627 from any campus phone, or 414-229-9911 or 414-229-4627 from a mobile or non-UWM phone, or use an emergency “blue-light phone.”

A fire alarm requires everyone to evacuate. See [Fire Safety](#) procedures.

Other detailed UWM emergency response guidelines are available at [Emergency Preparedness](#)

General Information

General Duty Provision: Contractors/vendors are expected to work in a safe workmanlike manner and comply with all contractual obligations including environmental-safety regulations. Adherence to OSHA/EPA/DNR regulations and applicable codes are considered minimum expectations.

PLEASE NOTE: Serious incidents and egregious disregard of the environment and safe workmanlike practice may be referred to the Wisconsin DNR (1-888-WDNRINFO), the Milwaukee Area OSHA Office (414-297-3315) or the contractor’s/vendor’s insurance carrier.

Certificate of Insurance: Contractors/vendors must have a current *certificate of insurance* approved by the UWM Risk Management Department (414-750-4699), before projects can begin. See: <http://uwm.edu/risk-management/insurance/certificates-of-insurance/>

Clothing and PPE: Appropriate workmanlike clothing must be worn when working at UWM. This includes appropriate personal protective equipment (PPE) such as eye and foot protection, hardhat, hearing protection, respiratory protection, NFPA 70E compliant arc-flash clothing, fall protection equipment, etc.

Construction Project Design Considerations: Advanced planning and quality site preparation are important for a safe, environmentally conscious, well-organized construction site. More information regarding project considerations is available at: <http://uwm.edu/facility-services/services/design-construction/>

Equipment: Contractors/vendors are expected to have the proper and safe equipment for the job. Use of UWM equipment is prohibited unless authorized by a campus representative.

ID Badges: Appropriate identification must be worn while working at UWM or as specified by campus representative. Be prepared to present identification as requested.

Smoking: Smoking is prohibited in campus buildings and near building entrances/exits. Smoking breaks are only permitted during designated rest periods.

Accident or Damage to Property Reports: Accidents involving non-UWM employees should be reported via [General Incident Report](#). Property damage must be reported within 24 hours to [Risk Management](#) in US&A.

Environmental Protection

General: Contractors/vendors are responsible for understanding the potential environmental aspects and impacts of their activities and for taking steps to minimize adverse impacts to the UWM exterior and interior environments.

Chemical Disposal: Contractors/vendors are responsible for proper disposal of all chemical and hazardous waste generated while working at UWM unless otherwise specified by contract or approved the Department of University Safety and Assurances (US&A).

Spills: All chemical “spills” as defined by the Wisconsin DNR (WDNR) must be reported to US&A for required notification to the WDNR.

Solid Waste: Do not place rubbish/waste/demolition material into a UWM dumpster without approval from Custodial Services.

Storm Drains: Never pour anything into a storm drain or “combined” storm-sanitary drain without approval from US&A.

Vehicles: Vehicles on UWM property should be maintained and in proper operating condition free of leaks.

Refrigerants and Ozone-Depleting Chemicals: Release of ozone depleting chemicals to the environment is prohibited. Disposal of equipment which contains refrigerants or ozone depleting chemicals (e.g., freon, ammonia, sulfur dioxide, etc.) must be handled using the mandatory statewide contract for hazardous waste management. Typically, UWM will identify and reclaim refrigerants prior to the project start date.

General Safety

Access and Security: How many points of access to the site are needed and available? What access actions or controls will be needed? Will it be necessary to cordon off the area or provide a security fence around the site? What other security precautions must be taken? Access and security issues must be coordinated with campus representative. Emergency egress paths need to be free of clutter and in a straight path.

Asbestos and Lead-based Paint: All construction projects must consider the potential for exposure from asbestos and lead-based paint (LBP). UWM maintains records of known asbestos application throughout the campus. Contractors/vendors are expected to follow all applicable rules and to bring any suspect materials or concerns to the attention of the campus representative. Asbestos and LBP are handled under strict controls by approved abatement contractors. Additional information is available by contacting Facility Services.

Campus Community and Neighbors: How will the construction operations affect the UWM campus community and the adjacent neighbors? Other safety, health and nuisance impacts (examples: dust, exhaust gases, noise, vibration, etc.) which may affect UWM employees, students and campus activities must be anticipated, identified and minimized to acceptable levels.

Chemical Right-To-Know: Contractors/vendors must have Safety Data Sheets (SDSs) available for all chemicals they use at UWM. Likewise, SDSs for UWM chemicals the contractor/vendor may be exposed to are available from the appropriate academic or administrative departments. For more information and guidance, contact US&A.

Circuit Breakers and Over-current Protection: Tripped circuit breakers shall be reported to the Facility Services. Only “qualified” and authorized personnel familiar with NFPA 70E shall reset over-current devices.

Cranes and Overhead Work: There shall be no pedestrian traffic or access under or near crane usage or overhead work. Where necessary, perimeter fencing or barricading shall be erected.

Confined Space Entry: Contractors are responsible for compliance with OSHA safety rules for confined space entry. Contact US&A for UWM confined space information.

Driving on campus sidewalks and decks: Authorization must be obtained from Facility Services before driving vehicle(s) on campus sidewalks or decks. There are various load-limits across campus; contractor will be responsible for any damage to underground utilities or structures.

Fall Protection: Contractors must comply with OSHA regulations for fall protection and use appropriate PPE where necessary. Contractors must use their own ladders, lifts, or scaffolding compliantly per OSHA regulations.

Control of Hazardous Energy (LOTO): All contractors must have their own Lockout/Tagout procedures or agree to follow *UWM Lockout/Tagout Procedures* at a minimum.

“Hot-Work” and “Spark-Producing Work”: All contractors must have their own hot work procedures or agree to follow UWM hot work procedures. Contact Facility Services or US&A in advance. Contractor must provide their own fire extinguishers and hot work equipment. Facility Services must be contacted to address **fire protection systems** to prevent false alarms or tripping sprinkler systems.

Housekeeping: Contractors are responsible for ongoing “housekeeping” of the work site. Emergency egress paths need to be free of clutter and in a straight path.

Identification of Utilities: Be sure to locate all utilities (e.g., electrical, gas, steam, telecommunications, etc.) prior to coring, drilling, demolition, or excavation activities. Contact Facility Services in advance.

Internal Combustion Engines in Buildings: Internal combustion engines shall not be used in buildings due to the potential of carbon monoxide poisoning. Any exception to this rule requires authorization from Facility Services or US&A along with the provision of continuous CO exposure monitoring and/or control measures for the duration of use. Gasoline or other fuels must be properly stored in rated containers outside of buildings.

Mercury, PCBs, Lead, etc.: Asbestos and lead aren’t the only environmental concerns in campus buildings. Be cognizant about mercury in switches and fluorescent lamps, mercury waste commonly found in laboratory p-traps, PCBs in older ballasts, lead-weights in counter-balance systems, lead sound proofing, and *any* other potential chemical hazards and handling/disposal procedures. Responsibility will likely be documented in the specifications. If in doubt, ask for help!

Noise Ordinance: Will the project create noise for the neighbors? Also, how will the project affect normal building operations? The City of Milwaukee ordinance on nuisances, Section 80-60, establishes limits on the amount of noise, which may be transmitted from one property to another. The limits vary depending on the nature of the receiving property and the time of day at which the noise occurs. The strictest limit is *Noise Rating Number 45* which applies at night between the hours of 9PM and 7AM.

Parking: Areas like Spaight's Plaza and Pangea Mall have weight restrictions to drive on them. Contact Facility Services for approval to park/drive in these areas or other areas not designated for parking. Parking and Transit rules apply.

Storage of Equipment: Where will equipment, accessories, and parts be stored? Where and how will equipment be fueled and serviced? The following factors should be taken into account when material storage areas are identified, type and quantity of materials, type and quantity of generated waste, and requirements to meet fire and safety regulations and restrictions by UWM. Gasoline or other fuels must be properly stored in rated containers outside of buildings.

Signage: Is the site properly identified? Is contractor's, project manager's, or campus representative's name and phone number prominently displayed?

Safety and Health Program Inspections: Is there an established, OSHA mandated written safety and health program ready for site use? Have arrangements been made for available competent personnel to conduct frequent and regular site safety inspections of areas and operations? Contractors/vendors working at UWM are subject to all applicable OSHA, EPA and WDNR regulations (reference: OSHA/DCOM 29 CFR 1926.20(b)(1,2)).

Roofing Projects: All projects shall be coordinated with Facility Services to minimize impact to the campus community including odor control, noise/vibration, and pedestrian safety.

Training: Have contractor employees received proper safety/health training? Are they aware of UWM and State policies and procedures?

Tunnel: The UWM tunnel isn't a permit-required confined space. However contractors must **(1)** notify the Facility Services upon entry/exit, **(2)** have a flashlight, and **(3)** make sure the tunnel is secured so there is no other unauthorized entry, if work must be performed in this space.

Working in Laboratories/Studios: Contractors must not only be cognizant of work practices, but also of the practices and conditions while working in campus laboratories and studios. Please be aware that work may adversely impact ongoing instruction, projects, and research. Contractors must work cooperatively with the diverse campus community to minimize disruption to activities and research. Building Chairperson or academic department managers must be notified in advance of work to be performed in their areas. Likewise, contractors are expected to bring up any safety-related issues if campus conditions affect their safety, well-being or productivity. Please bring any questions/concerns to the attention of US&A.

Wrap-up: At project completion, contractors shall remove all rubbish and demolition material from the site and perform the necessary close-out with Facility Services.

Sustainability at UWM

Sustainability is a process by which decisions are made regarding needs and growth that are ecologically sound, socially just, and economically viable that will not hinder the resource needs of future generations. All campus projects are expected to consider and follow sustainability practices. Contact the UWM [Sustainability Office](#) at 414-229-7149.

Summary:

This document isn't comprehensive; rather, it is intended to foster discussion of typical concerns and issues during campus projects. UWM maintains significant safety and environmental information on the web. Good judgment and workmanlike practice are vital for maintaining a safe campus environment. Please contact US&A or Facility Services for questions, comments or concerns.