

SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

**UNIVERSITY OF WISCONSIN-MILWAUKEE
UNIVERSITY SAFETY AND ASSURANCES**

June 2024

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Revision Status

Contacts	Implementation Date	Revision Number	Comments
UWM US&A	July 2024	N/A	Original program issued.

Purpose

This document assures the safety of university employees and the public who may be near renovation, construction, demolition, installation, or maintenance operations performed by Contractors.

Scope

This program applies to all University of Wisconsin-Milwaukee (UWM) properties in the United States, and to all work performed by Contractors, Subcontractors, Architect/Engineering firms, and UWM employees in or on property owned, leased, or occupied by UWM. For agencies and firms with no contractual relationship with UWM, such as media crews or regulatory agencies, see requirements specified in “Agencies/Firms with No Contractual Relationship with UWM” of this program. Agencies/Firms contracted by the State of Wisconsin Division of Facilities Development (DFD) are under the purview of the DFD representative. Any questions or issues shall be directed to the project liaison. The liaisons are employed through UWM Facility Services and Campus Planning departments.

UWM personnel on construction sites are not considered “contractors,” “subcontractors,” “visitors,” nor “vendors” to the General Contractor. UWM personnel shall be trained by UWM University Safety and Assurances (US&A) and/or their department on relative hazards and controls and will follow university health and safety programs and policies.

Responsibilities

General Responsibilities

The UWM contact/hiring personnel and/or area supervisor **shall review** any specific hazards in the work area(s) with the contractor's job supervisor. If the contractor introduces a new hazard, affected employees will be trained by their supervisor.

Departments

Each department that coordinates or uses the services of a Contractor to perform maintenance, repair, installation, renovation, or construction-related operations is expected to designate one or more persons to coordinate this program within its department.

Designated Departmental Coordinators/Project Managers

Departmental Coordinators/Project Managers (herein referred to as UWM Project Manager(s)) are expected to assure that the Contractor is:

- Provided access to this document upon request during the pre-bid/pre-proposal conferences for the work. This document shall be either included with, or referenced in, the contract documents.
- Provided an opportunity to attend an initial safety orientation during the pre-construction conference, or as arranged with US&A, prior to the start of the work.
- Informed of the presence of hazards in or near the work area to the best of their ability or knowledge.
- Informed about UWM’s requirements related to various safety and health programs.
- Aware of the university’s expectations regarding safety compliance and the control of worksite hazards.

Supervisors/Employees

UWM personnel shall inform the Project Manager and/or General Contractor when on site and observe posted personal protective equipment requirements established by the General Contractor.

Contractors

The Contractor shall:

- Bear sole responsibility for the safety of their employees by conducting hazard assessments of site and tasks.
- Take all steps necessary to protect the safety and health of university employees, students, and visitors during the performance of their work by establishing, administering, and enforcing safety rules that meet the regulatory requirements of City of Milwaukee, State of Wisconsin Department of Safety and Professional Services (DSPS), and the Occupational Safety and Health Administration (OSHA). These regulations include, but are not limited to:
 - Title 29 of the Code of Federal Regulations (CFR), Part 1910, Occupational Safety and Health Standards for General Industry,
 - Title 29 of the Code of Federal Regulations (CFR), Part 1926, Occupational Safety and Health Standard for Construction,
 - State of Wisconsin and City of Milwaukee Statewide Fire Prevention Code (whichever is stricter), and
 - State of Wisconsin and City of Milwaukee Statewide Uniform Building Code, whichever is stricter.
- Abide by the requirements of any sign posted in a building that requires the use of specific personal protective equipment, which restricts access to qualified or authorized persons only, or that establishes other requirements for entry.
- Establish controls to restrict unauthorized access to the work zone and ensure that requirements for entry are clearly posted at all access points. Signs should clearly indicate required personal protective equipment that must be worn in the work zone area.
- Ensure submittals, where required from the Contractor by this document, be made in writing directly to the UWM Project Manager and are available to US&A upon request. Submittals shall be made sufficiently in advance to avoid delay of the project. Where review, approval, or coordination of submittals is required, submittals shall be made at least ten working days prior to the project's start unless prior arrangements have been made. Post-job submittals shall be made no later than fifteen working days after completion of the project, or as specified herein.
- Communicate any safety-related information and requirements to Subcontractors to assure that they abide by the requirements outlined herein.
- Contractors and/or the Project Manager representative shall reach out to US&A prior to the award of the project to discuss pertinent safety issues and policies.
- Make all arrangements necessary to assure adequately trained personnel in first aid/CPR response are available on the jobsite as required by OSHA/State of Wisconsin.

- Inform the Project Coordinator/Manager near completion of installation/renovation or work otherwise of any equipment that may require third-party inspection. Third-party inspections are coordinated through the Project Coordinator/Manager and/or Contractor. Documentation shall be shared with relevant UWM departments.

University Safety and Assurances

US&A's mission is to work toward providing a safe and healthful living, learning, and working environment for every member of the greater university community by assuring safe work practices through educating, training, and assisting individuals and departments. US&A supports the Project Managers/Coordinators and Contractors by:

- Reviewing and maintaining the Contractor Safety Program periodically,
- Reviewing project hazards and updating UWM documentation to reflect changes,
- Monitoring university compliance with mandatory health and safety standards where necessary,
- Helping individuals and departments achieve compliance with all health and safety state and federal regulations and university policies as economically as possible, and
- Acting as liaison with external regulatory agencies.

UWM Contact Information

UWM Safety and Assurances – (414) 229-6339

UWM Police Department - Non-Emergency – (414) 229-4627

UWM Police Department – Emergency – (414) 229-9911

Facilities Services – (414) 229-4742 or (414) 229-2691

Facilities Services – After Hours – (414) 229-4652

Milwaukee Fire Department - 911

University Housing Main Department Line– (414) 229-6323

University Housing – After Hours Facilities On Call Duty Phone – (414)430-0355

Student Union – (414) 229-6062

Student Union – After Hours – (414) 416-7574

Emergency Procedures

The following section outlines emergency procedures on potential topics that may arise here at UWM. Please familiarize yourself with these emergency action plans and procedures as well as UWM's other [Emergency](#)

[Procedures](#). If you have any questions, please contact your Project Manager and/or University Safety and Assurances.

Accidental Spills and Releases

In the event of an accidental release or spill of chemicals, or other hazardous materials by the Contractor, the Contractor shall:

- Immediately take appropriate action to contain the spill (if this action can be taken without jeopardizing the health or safety of employees)
- Notify emergency services.
- Contact the UWM Project Manager.
- For further guidance for managing accidental spills and releases, please refer to <https://uwm.edu/safety-and-assurances/emergency-preparedness/#chem>

All university costs associated with responding to, or remediation of, a chemical or hazardous material spill or release may be assessed to the Contractor.

Emergency Notification System

UWM Emergency Alerts Program, also known as “Rave Alerts,” is UWM’s emergency notification system. In the event of a campus emergency, UWM will use multiple information delivery methods to reach personnel. To sign up for UWM Emergency Alerts, go to the UWM Police Department at <https://uwm.edu/police/data-policies-resources/uwm-emergency-alerts/>

First Aid Services

Contractors must have the ability to contact and initiate their emergency response in case of an emergency. UWMPD may not be able to respond and ensure a minimum response time as required by OSHA. They may not be named in lieu of the Contractor providing adequately trained personnel on site.

Fire Emergency

In the event of a fire, sound the alarm with a fire pull station and notify other building occupants immediately. Call 414-229-9911 (Milwaukee Campus) or 911 (All UWM Locations) and report as much information as possible to the dispatcher. Contractor personnel shall respond appropriately to all alarms by exiting the building immediately and remaining at least one hundred feet from the building to allow for emergency response access.

Program-Specific Requirements

Asbestos and Suspect Asbestos Containing Materials

- Contractors are responsible for providing awareness level training for their employees. Training shall include information contained in this section and that specified by OSHA in 29 CFR 1910.1001 and 1926.1101. Training records must be available upon request to the university.
- Contractors employed by the university to perform building or facilities-related maintenance, repair, or renovation shall be informed by the UWM Project Manager of the location of known or suspect asbestos-containing materials (ACM) in the work area(s) to which they are assigned. The Facility Services, Housing or Student Union Department Representative or 3rd Party Inspection Contractor shall supply this information to the Contractor by means of:
 - A copy of a completed *Asbestos and Lead Survey Report* specific to the scope of work and materials that are to be disturbed, or
 - Construction documents that clearly detail ACM locations within the work area.
- Contractors shall not damage, disturb suspect or know friable ACM unless they are a licensed Wisconsin Asbestos Abatement Contractor and have been employed to perform asbestos repair or removal for the university.
- If suspect ACM is discovered during the work, the Contractor shall stop work immediately and notify the UWM Project Manager (or as indicated in contract documents).
- The Contractor shall not proceed with any change in work which requires materials to be disturbed that the *Asbestos and Lead Survey Report* or construction documents show has not previously been tested or disclosed. If a change in the scope of work becomes necessary, the revised scope of work shall be reviewed, and the *Asbestos and Lead Survey Report* or construction documents revised to reflect any changes.
- Asbestos materials shall not be used or installed in university facilities.

Biological Safety Hazards

- The UWM Project Manager shall coordinate with the departmental Principal Investigator and/or Lab Manager to ensure that no active manipulation of biohazardous materials will occur during Contractor access.
- If work will be conducted on building roof systems where biological research occurs, the UWM Project Manager shall coordinate access with Facility Services, the departments and/or Facility Managers within the building, and US&A as necessary to ensure that:
 - No experiments are in progress that would generate toxic or infectious airborne contaminants, and that all biohazardous materials are contained while the Contractor will be performing work on these systems,
 - Contractor is informed of any special precautions that must be taken to prevent employee exposure to bio-hazards,
 - Contractor is informed of emergency procedures that the Contractor is to follow in the event of accidental exposures during the work, and
 - Contractors are provided with a copy of UWM US&A's Roof Access Procedure upon request, which outlines the precautions that should be taken to protect its employees while conducting such work. This information may be obtained by contacting US&A on 414-229-6339.

Chemical Hazards

- Contractor shall maintain Safety Data Sheets (SDS) on site for all chemicals used or stored at the jobsite as required by OSHA regulations and the contract documents. Copies of SDSs (Safety Data Sheets) shall be provided to the UWM Project Manager and US&A upon request.
- When work will be performed in areas with chemical hazards, such as chemical laboratories, chemical stock rooms, chemical waste accumulation areas, custodial closets, etc., the UWM Project Manager shall inform the Contractor of the following:
 - Known hazards and any required safety procedures that must be followed in the work area,
 - Methods for obtaining access to SDSs for hazardous chemicals present in the work area,
 - Information regarding any labeling system used in the work area,
- Where the Contractor has taken air samples documenting employee exposure to airborne chemical or particulate hazards during work, a copy of results must be provided to US&A within 24 hours of receipt.
- Access to building roofs with fume hood exhaust must be in accordance with UWM US&A's Roof Access Procedure. This information may be obtained by contacting US&A on 414-229-6339.

Compressed Gases

Compressed gases shall be stored, used, and transported in accordance with the requirements of the National Fire Protection Association (NFPA), OSHA, and International Fire Code (IFC). New compressed gas installations shall comply with the NFPA and IFC (or whichever is stricter).

Confined Spaces

- Where confined spaces must be entered prior to having a formal contract with the university, *visitors and contractors must provide their company's written program prior to entering a confined space. Upon entering the space, the visitor and/or contractor must complete their company's confined space entry form. These items must be submitted to the UWM Project Manager for record-keeping purposes.*
- Contractors shall be informed by the UWM Project Manager that work will occur in a confined space, and that entry is allowed only through compliance with a Confined Space Program meeting the requirements in 29 CFR 1926.Subpart AA or 29 CFR 1910.146, as applicable for the scope of work.
 - A copy of the Contractor's Confined Space Program must be provided to the UWM Project Manager and US&A upon request.
 - Copies of cancelled entry permits shall be provided to the UWM Project Manager and US&A upon request.
 - Where rescue services are required, the Contractor shall inform the UWM Project Manager in writing whom they will be using for rescue services during entry.
- Contractors shall be informed of the elements involved within the confined space, any hazards identified by the department, and the university's experience with the space prior to entry. Any precautions or procedures that the university has implemented for the protection of its personnel shall also be conveyed to the Contractor.
- Contractors shall provide at least 24-hour advance notice to the UWM Project Manager when Contractor personnel will be working in a confined space on campus.
- Where Contractor and university personnel will be working in or near the same confined space, UWM Project Manager must be notified, or aware and entry precautions and procedures shall be coordinated.

- Each group shall independently assess, test, and issue permits for entry. Neither entity shall rely upon the other to perform required assessment or testing.
- Any hazards confronted or created in the confined space during entry shall be communicated to US&A, the department, and the UWM Project Manager.
- UWM US&A's Confined Space Entry Program is available upon request at 414-229-6339 or <https://uwm.edu/safety-and-assurances/occupational-safety/#a2>.

Control of Fugitive Emissions

- The Contractor shall take all reasonable precautions necessary to control fugitive emissions from the jobsite. Fugitive emissions include nuisance dust, chemical odors/vapors/gases, hazardous materials (such as asbestos fibers or lead dust), and excessive noise.
- Where the product(s) or material(s) to be used by the Contractor has a Permissible Exposure Limit (PEL) established by OSHA and where university employees or the public may be exposed to the product/material, the Contractor shall take all reasonable steps to maintain exposures below the PEL where an exposure condition during use exceeding the PEL could reasonable be anticipated.
- Where it is anticipated that the PEL could be exceeded or when building occupants report objectionable concentrations of an air contaminant or health effects from said exposure, the Contractor shall monitor or contract to have monitoring in these work areas and/or building exposure conditions.
 - Monitoring shall occur, at a minimum, during the start of work and whenever there is a change in procedure, process, or chemical/material used, and in response to the building occupant's concerns where applicable.
 - If feasible control measures are not practical to maintain exposures below the PEL, the Contractor shall notify the Project Manager and restrict access to all areas to authorized personnel only where exposures exceed the PEL.
 - Copies of this air monitoring data shall be provided to the UWM Project Manager or their designated representative upon request.

Cranes

- Contractors shall provide copies of their annual and monthly crane inspections to Project Manager/Coordinator and/or US&A upon request.
- Contractors shall ensure that the crane, swing radius, and load path is properly barricaded to prevent personnel from being struck or crushed by the crane or the load.
- Where loads will be raised over occupied buildings and the weight of the load could pierce the building envelop if it were dropped, the Project Manager shall coordinate temporary removal of personnel directly beneath the load during lifting operations.

Drones

- Contractor shall follow both the FAA and [UWM's Drone Policy](#).

Electrical Safety

- Project Managers shall coordinate access to electrical systems, work scheduling, pre-planning for power outages in a building, and coordination of safety requirements between Contractors/Subcontractors and university personnel, where appropriate.
- Contractors shall coordinate requests for shutdowns and/or power outages with the UWM Project Manager, the department affected, and Facility Services, as appropriate.
 - At least a two-week notice shall be provided for shutdowns/outages affecting a building or department so that temporary power, work scheduling, or other necessary arrangements can be made to minimize the interruption of departmental activities and ensure the safety of personnel performing the electrical work.
- Contractors shall establish a “Limited Approach Boundary” to protect unqualified or unauthorized personnel when energized electrical equipment or components greater than fifty volts will be exposed in occupied buildings.

Explosives

The storage and use of explosives, blasting agents, and pyrotechnic devices is strictly regulated, and shall comply with all state and federal laws. Notify the Project Manager and US&A if any of these items need to be used during the life of the project.

Fall Protection Systems

- The UWM Project Manager shall inform the Contractor of any fall protection system(s) installed in the work area, or of the absence of such systems, so that the Contractor may consider temporary controls.
- Anchor points installed on university properties shall be tested and approved by a 3rd party engineering firm in advance and may only be used for the purpose and manner for which they were designed (i.e., personal fall arrest or restraint).
- Where Contractors will use available mobile anchor points on UWM building roofs, the university will provide manufacturer-specific information to the Contractor before use.
- The Contractor is responsible for providing employee protection in accordance with 29 CFR 1910.140 or 29 CFR 1926.502 on unguarded roofs, open-sided floors, loading areas, etc. based on the event.

Fire Protection and Suppression Systems

The Contractor shall not conduct any work that disables or alters the functionality or technical specifications of fire protection and suppression systems without prior approval of the UWM Project Manager. These systems include, but are not limited to, fire rated assemblies and enclosures, smoke barriers and partitions, fire alarm panels, exit signs and emergency lighting, sprinkler and other suppression systems, heat and smoke detection, fire hydrants, fire department access, and fire pumps. Please refer to the UWM’s Fire System Impairment Procedure. See Appendix A and B. Contact US&A or the Project Manager for more information.

Hazardous Waste

- Contractors shall ensure that all hazardous chemicals or materials are managed and disposed of in accordance with federal and state regulations, including EPA regulations codified in 40 CFR.
 - Contractors or UWM Project Manager shall notify US&A of any shipment of “hazardous” or “universal” wastes.
 - The contractor is responsible for complying with all EPA and Wisconsin Department of Natural Resources hazardous waste regulations.
- Hazardous and universal wastes include such items as:
 - Bulbs: The following procedure is to be used for 4- and 8-foot fluorescent bulbs, High Density Discharge Bulbs (mercury bulbs), and U-Tubes:
 - Bulbs should be placed in manufacturer boxes.
 - When the first bulb is put in the box, a Universal Waste Label shall be placed on the outside of the box. Fill in contents and date.
 - When not actively putting bulbs in the box, the lid shall be closed and sealed.
 - Keep boxes inside, in a dry location, away from water.
 - US&A will not approve the use of a fluorescent bulb crusher.
 - Broken Fluorescent/HIDs/U- Tubes that are unintentionally broken shall be placed into an UN-approved poly drum. These may be considered “hazardous” waste and should be treated as such due to the possible re-lease of mercury vapors.
 - When not actively adding to the drum, the lid shall be on and secure.
 - The drum must be labeled “Broken Fluorescent Bulbs” and indicate the date the first bulb was placed in the drum.
 - There is a one-year time limit to dispose of the drum, beginning when the first ballast went into it.
 - Mercury-Contaminated Materials: All mercury-contaminated materials must be treated as “hazardous” waste and disposed of according to state and federal regulations. All sink traps in research buildings are suspected to be contaminated with mercury. Anyone working on sink traps/drains on campus should wear appropriate personal protective equipment, such as eye protection, face shield for splash protection, gloves, and disposable coveralls, as applicable and place secondary containment below the trap to capture spillage. Contact US&A if these items are discovered.
 - Ballasts: PCB and non-PCB ballasts shall be placed into UN-approved 55-gallon drums for disposal and shipped on a hazardous waste manifest. The lid on the drum shall be secured unless actively adding to the drum. There is a one-year time limit to dispose of the drum, beginning when the first ballast went into it.
 - Ballasts are PCB ballasts if the label says it is, or the label does not say “No PCBs.”
 - Non-PCB ballasts will have “no PCBs” written on the ballast. These should be placed in a separate drum (UN-approved) for recycling.
 - Lead Paint: Waste from scraping, grinding, or peeling is considered “hazardous” waste and shall be stored in an UN-approved drum with the lid securely fastened. This drum must be labeled as “Lead Paint Chips,” and locked in an area away from public access.
 - Core samples from suspected lead-based paint containing materials, such as walls, doors, and door casings, shall be taken prior to demolitions and sent for TCLP analysis. The Facility Services Engineering Specialist shall be present for any sampling activities.
 - All sampling results shall be copied to the Facility Services Engineering Specialist for proper waste disposal determination.
 - See “Lead-Containing Building Materials.”

- Miscellaneous Chemicals: Any chemical found during demolition shall be managed as “hazardous” waste. Examples include cylinders, bottles, cans with liquid, spill cleanup, etc.

Hot Work

Contractors performing hot work (i.e., use of open flames, welding, cutting, brazing, soldering, grinding, compressed gases, supplied fuel burning, thawing pipe, or torch-applied roofing) shall maintain a Hot Work Permit program that meets 29 CFR 1926.352, ANCI Z49.1-88, and NFPA 51B.

- A copy of the cancelled permit(s) shall be provided to the UWM Project Manager and US&A, upon request.

Lead-Containing Building Materials

- Contractors performing building or facilities-related maintenance, repair, or renovation shall be informed by the UWM Project Manager of the location of lead-containing building materials in the work area(s) to which they are assigned. The Facility Services or accredited third-party consulting firm shall supply this information to the Project Manager by means of:
 - A copy of a completed *Asbestos and Lead Survey Report* specific to the scope of work and materials that are to be disturbed, or
 - Construction documents that clearly detail the location of lead-containing building materials within the work area.
- Contractors who disturb lead-containing building materials during work shall take all necessary precautions to protect university employees and the public from exposure to lead dust or contamination. These measures shall conform, at a minimum, to OSHA requirements detailed in 29 CFR 1926.62 and applicable local, state, and federal regulations related to health, safety, transportation, and disposal of such materials.
- Contractors shall submit a copy of their lead compliance program for review and approval by US&A upon request. This submittal shall be made sufficiently before construction to avoid project delay.
- Where work will occur in child-occupied facilities (as defined by 40 CFR Part 745), such work shall be performed in accordance with 40 CFR Part 745, and clearance testing shall be performed by the Contractor or a licensed consultant at the conclusion of the project.
- A copy of the analytical report(s) for any personal air sampling taken during the work must be provided to US&A and the UWM’s Project Manager.
- The Contractor shall not proceed with any change in work, which requires material to be disturbed, that the *Asbestos and Lead Survey Report*, or construction documents, show has not previously been tested or disclosed. If a change in the scope of work becomes necessary, the revised scope of work shall be reviewed and the *Asbestos and Lead Survey Report* or construction documents revised to reflect any changes.
- On projects where lead-containing materials will be disturbed or removed, the waste stream shall be TCLP-tested, and the UWM Project Manager shall contact US&A at 414-229-6339 to determine disposal requirements during the design phase of the project.

Lockout/Tagout

- Contractors shall comply with 29 CFR 1910.147 when de-energizing hazardous energy sources on campus, such as electrical, mechanical, hydraulic, pneumatic, chemical, steam, gravity, etc.
 - A copy of their Lockout/Tagout Program shall be provided to the Project Manager and/or US&A upon request.
 - A copy of UWM US&A's program is available at <https://uwm.edu/safety-health/occupational-safety/>
 - Locks and tags must be used when de-energizing hazardous energy sources on campus.
- The Project Manager, in cooperation with the responsible department, shall inform the Contractor of available Energy Control Procedures that must be followed for campus equipment. Any questions or concerns regarding the procedure should be communicated to the Project Manager and US&A for resolution.

Means of Egress

The Contractor shall not conduct work or operations that obstruct exits or the means of egress from an occupied building without the prior approval of US&A and/or the UWM Project Manager. Equipment and materials are not to be stored in exits or exit stairwells at any time and may not be stored in the means of egress without prior approval. Fire-rated doors shall not be choked or blocked open, except temporarily and while constantly supervised; such chocks/blocks must be immediately removed in the event of a building fire alarm or similar emergency. Contact Project Manager and/or US&A at 414-229-6339 for approval.

Roof Access

- If work is conducted on the roof of a building, the UWM Project Manager shall coordinate access with Facilities Services, Housing, Student Union, the departments the building (when appropriate), UWMPD, and/or US&A, as necessary.
- Roof access shall be in accordance with UWM US&A's Roof Access Procedure(s) [Roof Access Information and Procedures](#) regarding potential exposure to chemical fume hood systems and exhausts, biological fume hood exhausts, severe noise hazards, radio frequency towers, and fall hazards may be present.
- Fume hoods within, or adjacent to, the work area may be shut down, if necessary. Shutdown must be coordinated with the UWM Project Manager and the department the fume hoods serve.

Scaffolding

- Scaffolding shall comply with 29 CFR 1926.Subpart L and manufacturer's instructions.
- University personnel who must access Contractor scaffolding for purposes of inspection or related work activities shall complete US&A Scaffold Awareness level training prior to access.
- Contractors shall make routine and periodic inspection data available to university personnel upon request.
- Scaffolding shall not impede doorways, ADA ramps, and emergency exits.
- Scaffolding shall be secured so that unauthorized personnel shall not access them without authorization.

Silica (Respirable Crystalline)

- Contractors shall take all necessary steps to comply with the exposure limits for silica established in 29 CFR 1926.1153. A written Exposure Control Plan must detail how potential exposure to UWM personnel and the public in adjacent areas will be kept below allowable limits. A copy of this plan shall be provided to US&A and/or the UWM Project Manager upon request.
- Where tasks are performed indoors or in an enclosed area, exhaust shall be provided as needed to minimize the accumulation of visible airborne dust. If the exhaust is vented where building occupants or the public may be exposed, the system must incorporate HEPA-filtration.
- If the building ventilation system provides air to an area where “restricted work” is being performed, the air returns shall be blanked or closed while such work is in progress.
- A “temporary restricted area” must be established where tasks performed in accordance with Table 1 of 29 CFR 1926.1153 require that respiratory protection be used, or where tasks are performed that are not listed in Table 1, and where no historic or objective data exists to prove exposures will be below the action level.
 - Temporary Restricted Areas must be designated with signs, barriers, or other effective means that will assure unauthorized persons do not enter.
 - If such work is performed in occupied buildings, dust barriers shall be installed as necessary to isolate the restricted area.

Temporary Structures

All tents, stages, and temporary structures shall comply with the requirements set forth by the University, International Building Code, and/or City of Milwaukee.

Temporary Traffic Control

Work that will affect pedestrian and road pathways, such as road/lane/sidewalk closures, minor road encroachments or bicycle paths, contractors must implement temporary traffic control measures in accordance with the Department of Transportation to properly regulate, warn and guide vehicular, non-motorized and pedestrian traffic on campus. Flagging operations must comply with the Department of Transportation.

Trenching and Excavations

Contractors shall follow 29 CFR 1926.650 for trenching and excavation work conducted on campus.

- The Contractor shall ensure that a “competent person” will be onsite to oversee such activities.
- Inspections shall be conducted by the “competent person” and made available upon request to university personnel who may need to enter to perform inspections or other activities.
 - University personnel who must enter excavations/trenches should coordinate a pre-inspection by a university “competent person” prior to entry.
 - Contractors shall be notified prior to university personnel entering excavations/trenches on projects.
- Where the design of protective systems requires review and approval by a registered professional engineer,

the Contractor shall provide a copy of the documentation to the Project Manager and/or US&A upon request.

- Contractors are responsible for contacting Miss Utility prior to digging/excavating.
- When heavy equipment is near overhead power lines, the Project Manager shall notify WE Energies and coordinate any special precautions that must be implemented.

University Equipment

University equipment (ex. forklifts, aerial lifts, ladders, etc.) shall not be loaned to Contractors for liability and/or specialized training purposes. Contractors should provide the necessary equipment to perform the job. The hiring department AND University Safety and Assurances may grant an exception. Contractors must provide a copy of their written program and user certifications.

Agencies/Firms with No Contractual Relationship with UWM

All agencies/firms conducting work at UWM shall comply with the requirements of OSHA, DSPS, City of Milwaukee, and this program, even where no formal contractual relationship exists between UWM and the agency/firm. The agency/firm shall maintain [appropriate insurance, including general liability, auto liability, and workers compensation insurance](#).

Agencies/firms shall not perform work on UWM property without prior written approval of the Project Coordinator/Manager and a contract from the Purchasing Office.

Activities shall not be performed that involve or include:

- Use of a product(s) or material(s) that has a Permissible Exposure Limit (PEL established by OSHA),
- Damaging or disturbing known or suspect asbestos materials or suspect lead-containing materials,
- Entry into a confined space,
- Work on any electrical system or utility,
- Excavating and trenching activities,
- Hot work operations, or
- Access to roofs of buildings.

Work Site Inspections

US&A or other designated university personnel may conduct work site inspections solely for the benefit of the university and shall not relieve the contractor of responsibility for enforcement of, and compliance with, City of Milwaukee and OSHA regulations.

If work site conditions exist that potentially impact the safety of university employees, students or the public, the university inspector shall issue a verbal or written warning to the Contractor and shall notify the UWM Project Manager. If the unsafe condition cannot be immediately corrected and represents a danger, or has the potential to harm university personnel or visitors, then the university inspector will:

- Assure that other university personnel or the public onsite are warned to avoid the hazardous condition,
- Detail the applicable regulation(s) that are being violated, and explain the potential impact upon university personnel or the public, and
- Require that the UWM Project Manager has the Contractor either stop work or implement measures to isolate the hazardous condition until it is mitigated.

A formal written report of the violation(s) may be issued to the Contractor by US&A or the university inspector and will be copied to the UWM Project Manager.

Non-Capital Projects

“Reports of deficiencies may be factored into the evaluation of the contract by the university and may be included in a vendor complaint file that is available for review by other state agencies. Documented repeat safety violations of a similar nature and/or a single serious, willful safety violation may warrant review and may be just cause for termination as the contract stipulates.”

Capital Projects

The provisions of all rules and regulations governing health and safety that apply to all work performed on capital projects are issued by the State of Wisconsin under the “Division of Industry Services Delegated Agents.” The Contractor shall be solely responsible for health and safety precautions and programs for workers and other in connection with the work as outlined in the *General Conditions of the Construction Contract* (G.S. E&B CO-7).

Inspections conducted by US&A and/or regulatory agencies (e.g., City of Milwaukee and/or Occupational Safety and Health Administration) shall be coordinated with the UWM Project Manager.

If worksite conditions exist that present an imminent danger to life or health for the Contractor’s personnel, the UWM Project Manager and US&A shall be made aware of the conditions. UWM Project Manager in collaboration with the State of Wisconsin Division of Facilities Development representative may order the cessation of hazardous activity until the danger from such condition is abated, or adequate measures are implemented. the Contractor shall take prompt corrective action to address the hazardous condition as required by the contract.

Definitions

Capital Project: A project whose total project cost are as follows:

- The project constructs new space and total project cost exceeds \$1,000,000
- The project is a facility renovation (anything inside a building regardless of funding category) or replaces/upgrades building systems and any of the following apply:
 - The project adds more than 500 GSF.
 - The project cost exceeds \$3,000,000.
 - Projected operational costs for the renovated space are significantly higher than the existing use and configuration.
 - A utility repair or renovation project that adds significant capacity or is a major expansion of an existing utility system.

Competent Person: As related to excavation/trenching/shoring, one who can identify existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Confined Space: A space that is large enough for a person to enter, that has limited means of egress, and this is not designed for continuous human occupancy. Examples include tanks, vessels, vaults, pits, bins, hoppers, silos, etc.

Contracting Department: The university department contracting, coordinating, or approving the work to be performed by a Contractor.

Contractor: An entity or agency employed by the university to perform the installation or maintenance of equipment, or the renovation or construction of a building, room, or space on university property, or that provides services to the university-on-university property including, but not limited to, vending and the supply and erection of tents.

Friable Asbestos: Any material containing greater than 1% asbestos that is capable of being reduced to powder by hand pressure when dry, or a non-friable asbestos material that is subject to grinding, sanding, cutting, or abrading, or that is otherwise rendered friable by other means.

Lockout/Tagout: The control of a hazardous energy source(s) by de-energization, application of an isolation device, lock, and tag for personnel protection.

Serious, Willful Safety Violation: A work activity with a substantial probability that death or serious physical harm could result, and where the hazard was known or should have been known, but the work activity was continued regardless of the existence of the safety hazard.

UWM Project Manager: The representative from UWM that coordinates the work of the Architect/Engineer related to construction and/or renovation projects.

Appendix A – Fire System Impairment Procedure

Revision Date: 1/21/22

A fire watch or building-wide evacuation is implemented to ensure life safety of occupants in a building or area when fire systems are impaired. The fire watch is required if fire detection is disabled or out of order for more than 4 hours in a 24-hour period or sprinkler protection is impaired for more than 10 hours in a 24-hour time period. The term "Fire Watch" is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area.

WHEN IS A FIRE WATCH REQUIRED?

Building-wide

When a required fire protection system is out of service for more than four hours, a fire watch or building-wide evacuation is required. The Milwaukee Fire Department Station 27 located at 2647 N. Bartlett Avenue, Milwaukee, WI 53211, phone [414-286-8927](tel:414-286-8927) (eng27@milwaukee.gov) and the Department of Neighborhood Services located at 841 N. Broadway, Milwaukee, WI 53202, Jason Golec, phone 414-286-3154 (jgolec@milwaukee.gov), shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with at least one approved means for notification of the police and fire departments and their only duty shall be to perform patrols of the protected premises and keep watch for fires.

Partial Building

A partial building fire watch or evacuation will be initiated if a sizable portion of the fire alarm system is not in operation, such as an entire signaling line or notification appliance circuit. These measures do not pertain to an impairment of a single nonoperating device or appliance or if appropriate protection can be provided for which the system was designed.

Area-specific – Hot Work

A fire watch may be required when Hot Work is being performed. Details are specified in the [UWM Hot Work Written Program Template](#).

RESPONSIBILITIES

University Safety and Assurances is responsible for the maintenance of this procedure as needed, training on the procedure, and providing training to fire watch personnel.

Facility Services, Housing, and Student Union are responsible to follow the notification procedures and coordinate the fire watch or building evacuation as far in advance as possible with appropriate agencies, departments, building chairs, and other personnel.

DEFINITIONS

Fire Watch Personnel- Appropriately trained personnel, security service, or police that have been trained in fire safety and extinguisher operation, UWM emergency procedures, notification procedures and fire detection methods (see, smell, feel).

Impairment Coordinator- Individual from UWM department responsible for coordinating the repair of the impaired fire system that initiates the fire watch or building evacuation.

NOTIFICATIONS

An Impairment Coordinator will be designated and assigned to comply with the following requirements.

A tag (Appendix C) shall be used to indicate that a system, or portion thereof, has been removed from service. The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. If not sure where to place the tag, the fire code official shall specify where the tag is to be placed.

Preplanned impairments are subject to a Fire Watch if meet the requirements outlined on page 1. The Impairment Coordinator shall authorize the impairment only after verifying that the following conditions have been met.

1. The extent and expected duration of the impairment have been determined.
2. The areas or buildings have been inspected and any increased risks determined.
3. The Milwaukee Fire Department and Department of Neighborhood Services have been notified.
4. UWM Police, Building Chair(s), and Alarm Monitoring Company (if applicable) have been notified.
5. Recommendations have been submitted to Building Chairs regarding fire watch procedures.
6. The building occupants have been notified.
7. The tag impairment system has been implemented.
8. Necessary tools and materials have been assembled at the impairment site.
9. University Safety and Assurances has been notified.

HOW TO CONDUCT A FIRE WATCH

1. Fire watch personnel are to keep a diligent watch for fires in the affected areas. The persons performing the fire watch are not permitted to perform any other duties.

2. Fire watch personnel are to be familiar with the building(s) and procedures for sounding an alarm (if operable) or notifying building occupants in the event of a fire.
3. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
4. The quantity of personnel involved in the fire watch is to be adequate such that each floor, level, and room of the fire area is covered through constant patrols of the facility.
5. Fire watch personnel shall have at least one approved means for notification of the police and fire department in the event of a fire. (cell phone (414-229-9911 or RAVE Guardian) or two-way radios (US&A has 3))
6. Fire watch personnel shall also notify all building occupants in the event of a fire, so they can evacuate the building. (US&A has whistles or air horns if needed)
7. Fire watch personnel will activate working fire protection systems by activating a fire pull station in the facility. If alarms or PA System are inoperable, the fire watch shall use whistle and voice (megaphone if available) to notify occupants. Police may initiate a RAVE Alert to notify occupants.

ADDITIONAL INFORMATION

If occupants assist with fire watch duties, they must meet the definition of fire watch personnel. They must be provided with the procedures for contacting emergency personnel and evacuating the building. For planned outages, the procedures are to be sent to the Building Chair or RPSOD (Housing) for distribution. For unplanned outages, e-mail, fax machines, or other means are to be used to quickly inform occupants of the situation and provide necessary directions/procedures. Refer to the following link for emergency and evacuation response procedures. <https://uwm.edu/safety-health/emergency/>

REFERENCES

International Fire Code- Chapter 9- Fire Protection and Life Safety Systems

NFPA 101- Life Safety Code

NFPA 25- Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

NFPA 72- Fire Alarm and Signaling Code

Appendix B – Fire Watch Checklist

The following checklist is to assist Impairment Coordinators to ensure that the appropriate steps are taken in setting up a fire watch.

PREPLANNING

- Determine extent and expected duration of the impairment
- Inspect areas or buildings and determine increased risks, i.e., flammables, combustibles
Risks: _____
- Determine fire watch personnel
- Brief fire watch personnel on building-specific impairment, risks, notifications, and other concerns
- Recommendations have been submitted to Building Chairs regarding fire watch procedures
- Impaired system has been tagged
- Necessary tools and materials have been assembled at the impairment site

NOTIFICATIONS

- Milwaukee Fire Department Station 27 – Phone: 414-286-8927
- Department of Neighborhood Services – Phone: 414-286-3874
- UWM Police – Phone: 414-229-4627
- Building Chair(s) – Roster and contact info at <https://uwm.edu/facility-services/> (under Resources)
- Alarm Monitoring Company (if applicable)
- Building occupants – may be performed by Building Chair
- University Safety and Assurances – 414-229-6339 or 414-430-1474

Appendix C – UWM Fire Protection Impairment Form

Impairment Information

Today's Date:

Name of Person Completing Form:

• Type of Fire Protection System being Impaired:

- Fire Alarm System
- Sprinkler System
- Standpipe
- Fire Pump
- Other

• Area (s) to be impaired

• Reason for Fire Protection System Impairment

- Asbestos Abatement
- Inspection Testing
- Maintenance
- Repair
- Emergency
- Other

• Date Impairment Begins:

• Time Impairment Begins:

• Estimated Length of Impairment:

• Person and/or Contractor Conducting Work:

• Contact Number of Person Conducting Work:

Appendix D- Visitor Confirmation of Confined Space Program Compliance

University of Wisconsin-Milwaukee properties contain spaces that meet the Occupational Safety and Health Administration's (OSHA) definition of "confined space," and possibly "permit-required confined spaces." To allow non-UWM personnel to enter such spaces for review, inspection, or other necessary purposes, we require confirmation that you and your employer (including those self-employed) have the necessary safety training and program components in place prior to entry.

In accordance with 29 CFR 1910.146, I confirm that the following confined space program components are in place.

I have received confined space training from my employer (or other entity) and understand the hazards that are involved with entering such spaces. Date of last training: _____

I/my company has a written confined space program in effect.

I will either perform my own air monitoring of the space prior to/during entry or am willing to accept the air monitoring readings of the UWM representative facilitating access to the confined space.

I have been notified by the UWM representative facilitating access to the confined space of any pertinent historical hazards.

Entrant Name: _____

Entrant's Company: _____

Location to be entered: _____

Reason: _____

(Visitor Signature)

(Date)

(UWM Representative Facilitating Access)

(Date)