

Contractor/Subcontractor Required Safety and Environmental Practices

To safeguard our properties, employees, students, and the general public, BGSU requires that certain safe and environmentally compliant practices be followed in addition to the ones required by law or contractual obligation. For contractors and/or subcontractors who perform work for us, BGSU's Environmental Health & Safety (EHS) department has developed rules and guidelines to reflect our minimum safety and environmental requirements that are intended to complement applicable Federal, State and local regulations, not replace them.

It is the responsibility of contractors to:

- Ensure that all their employees & subcontractors have the required training & equipment to perform the project in a safe and environmentally responsible manner.
- Ensure that all their employees & subcontractors understand and abide by all institution specific EHS rules and guidelines.
- Correct/address EHS issues promptly.
- Participate in incident/accident investigations upon request.

Emergency Equipment Access

- No contractor shall obstruct or block access to emergency equipment, such as eyewash stations, safety showers, defibrillators, fire extinguishers and pull stations, first aid kits, etc.
- No contractor shall obstruct, disable or remove emergency equipment without prior permission of the BGSU Project Manager.

Emergency Vehicle Access Plan

- Access routes for ambulances and firefighting equipment shall be maintained.
- A key for locked fences or gates that surround a work site shall be provided to the Bowling Green Fire Division.

Emergency Contacts – Main Campus

- In an emergency, 911 calls from a campus landline go directly to BGSU's Police dispatch. When calling 911 from a cellular phone, the call is routed to the Wood County Sheriff's Office which transfers the call to BGSU's Police dispatch.
- Contractors shall furnish after hour telephone numbers where they can be reached in the event of fires, chemical leaks, or other issues that can arise after normal work hours. Telephone numbers should be provided to the BGSU Project Manager and BGSU Police.
- Emergency and other important contacts include but are not limited to the following:
 - BGSU Police: 911 (emergency) or 419.372.2346 (non-emergency)
 - BGSU Planning, Construction, and Campus Operations: 419.372.2251
 - Bowling Green City Fire Division: 419.352.3106 (non-emergency)
 - BGSU EHS: 419.372.2171 (if after hours, contact BGSU Police)
 - EHS email: envhs@bgsu.edu
 - EHS Website: <https://www.bgsu.edu/environmental-health-and-safety.html>

Emergency Contacts – Firelands Campus

- In an emergency, 911 calls from a campus landline or cell phone go directly to the Erie County Sheriff Office's dispatch.
- Contractors shall furnish after hour telephone numbers where they can be reached in the event of fires, chemical leaks, or other issues that can arise after normal work hours. Telephone numbers should be provided to the BGSU Project Manager and the BGSU Firelands Office of Budget and Operations.
 - Erie County Sheriff's Office: 911 (emergency) or 419.625.7951 (non-emergency)
 - BGSU Firelands Office of Budget and Operations: 419.372.0685 or 419.372.0638
 - Huron City Fire Department: 419.433.3544 (non-emergency)
 - BGSU EHS: 419.372.2171 (if after hours, contact Erie County Sheriff's Office)
 - EHS email: envhs@bgsu.edu
 - EHS Website: <https://www.bgsu.edu/environmental-health-and-safety.html>

Equipment Use

- Contractors shall be responsible for bringing their own equipment including aerial work platforms, boom lifts, scissors-type lifts, cranes, scaffolds, forklifts, etc. Should the need arise to use university-owned equipment, the Vendor Equipment Loan Waiver process shall be utilized, and can be found on the Risk Management website here: <https://www.bgsu.edu/risk-management/policies-and-procedures/vendor-equipment-loan-waiver.html>.

Environmental Protection

- Contractor shall remove any/all chemicals and materials used to perform their work.
- Hazardous waste/debris generated or created by the contractor shall NOT be disposed of in university dumpsters (this includes mercury containing switches, transformers, etc.).
- Contractor shall store all chemicals in a locked area.
- Secondary containment, or a spill cleanup kit, shall be present onsite to eliminate/mitigate the risk of a chemical spill. If a spill occurs, please contact the BGSU Project Manager and BGSU EHS immediately.
- Plumbing traps and drain lines in current or past science laboratories and science classrooms may contain mercury. Removal of plumbing in these areas shall be performed with caution.

Fire Alarms and Fire Safety Procedures

- Fire alarm specifications shall be reviewed by BGSU Campus Operations.
- Contractors shall provide their own fire extinguisher. If a BGSU fire extinguisher is used, it shall NOT remain in service. The extinguisher shall be taken out of service and replaced by Campus Operations with a fully charged extinguisher.
- No contractor shall remain in the building when a fire alarm sounds. All occupants shall immediately evacuate using the nearest exit and remain outside until Campus Police, Campus Operations, and/or the Bowling Green Fire Division gives their authorization to re-enter the building. The only exception is during building fire alarm testing when an alarm technician announces testing of the system before the alarm sounds.
- Contractors who create dust and smoke, or those who will come into direct contact with fire detection or fire suppression systems are to coordinate with Campus Operations before conducting work to assure that our systems are protected, and alarms are disabled (in limited areas) and properly re-enabled when the project is complete.

- If you have reason to believe an alarm sounded accidentally, notify BGSU Police and give them details of the event. At a minimum, BGSU Police will respond to assure the scene is safe.
- Fire alarms are NOT to be silenced or re-set until BGSU Police, Campus Operations, or Bowling Green Fire Division personnel are on-site and give their authorization.

Occupational Safety and Health Standards

- Contractors will follow all applicable local, State, and Federal environmental, health, and safety standards. The following is a list of specific requirements for some of these standards:
 - **Lockout/Tagout.** Applicable standard: 29 CFR 1910.147.
 - BGSU personnel and outside contractors will inform one another of their lockout/tagout procedures. BGSU must ensure that their employees understand and comply with the restrictions and prohibitions of the outside contractor's Lockout/Tagout Program.
 - BGSU's program can be found on the EHS website.
 - The Director of Energy Management, Campus Operations, is the contact for BGSU's Lockout/Tagout program on the Bowling Green campus.
 - The Director of Branch Finance and Operations is the contact for BGSU's Lockout/Tagout program on the Firelands campus.
 - **Asbestos.** Applicable standards: 29 CFR 1926.1101 - Asbestos in Construction; 29 CFR 1910.1001 - Asbestos in General Industry; several U.S. and Ohio Environmental Protection Agency (EPA) regulations
 - Asbestos survey reports can be requested by contacting BGSU Planning, Construction, and Campus Operations.
 - Asbestos-containing materials can only be removed by Ohio EPA licensed asbestos abatement contractors. Contractors who do not have this license will avoid disturbing asbestos-containing materials. If asbestos-containing materials are disturbed, contractors will cease activities in that work area and immediately notify BGSU's Project Manager. Work in the affected area can resume only after the work area has been rendered non-hazardous by persons who are licensed to make that determination.
 - **Hazard Communication.** Applicable standard: 29 CFR 1910.1200
 - BGSU's program can be found on the EHS website.
 - If a contractor will be producing, storing, or using hazardous chemicals in such a way that BGSU employees, visitors, or students could be exposed, the contractor shall make available to the BGSU Project Manager the following upon request:
 - A copy of the contractor's written Hazard Communication program;
 - Copies of applicable Safety Data Sheets (SDS's);
 - Information on any precautionary measures that need to be taken to protect individuals; and
 - Information on the labeling system to be used.
 - It is the responsibility of the BGSU Project Manager to ensure this information is shared with the affected parties.
 - Contractors shall ensure all chemical containers are properly labeled and stored.

- **Confined Space.** Applicable standards: 29 CFR 1910.146 – Confined Spaces in General Industry; 29 CFR 1926 Subpart AA – Confined Spaces in Construction
 - BGSU’s program can be found on the EHS website.
 - BGSU’s Project Manager will inform the contractor(s) of the following regarding permit-required confined spaces:
 - The locations of these spaces where the contractor will be working;
 - The hazards identified and BGSU’s experience with these spaces; and
 - Any precautions or procedures that BGSU has implemented for the protection of personnel in or near permit spaces where contractors will be working.
 - The contractor will debrief BGSU’s Project Manager at the conclusion of entry operations regarding any hazards that were confronted or created in any permit-required confined space. Any information shared on permit spaces shall be documented on the contractor’s confined space permit and a copy shall be submitted to BGSU EHS. If any information is shared on non-permit spaces, please email that information to EHS.
 - If contractor personnel will be working in permit spaces with BGSU employees, both parties will work together to develop procedures that will protect everyone involved.
- **Lead.** Applicable standards: 29 CFR 1926.62 - Lead Exposure in Construction; 29 CFR 1910.1025 - Lead Exposure in General Industry
 - BGSU assumes that painted surfaces in their facilities may contain some quantity of Lead. Contractors are responsible for all required lead exposure assessments. The contractor will notify and provide written results to BGSU EHS and the BGSU Project Manager.
- **Hot Work.** Applicable standards: 29 CFR 1910.252 - Welding, Cutting, and Brazing; NFPA 51 B - Fire Prevention During Welding, Cutting, and Other Hot Work.
 - BGSU’s program can be found on the EHS website.
 - OSHA and NFPA standards require BGSU to advise all contractors about flammable materials or hazardous conditions of which they may not be aware.
- **Radiofrequency (RF).** Applicable standard(s): 29 CFR 1910.97
 - BGSU’s program can be found on the EHS website.
 - BGSU’s Project Manager will provide the contractor(s) with the following when working in or near RF areas:
 - A review of the RF program prior to performing work;
 - The locations of RF areas on campus;
 - The Standard Operating Procedures for working around RF on campus;
 - The hazards and precautions pertaining to RF work; and
 - Awareness of other relevant policies (i.e. Lockout-Tagout) that may need to be coordinated with the owner of the device.
 - The contractor will notify the BGSU Project Manager when the work is completed.
 - BGSU’s EHS department is available to provide training upon request.

Pedestrian Safety

- Construction areas shall be barricaded or blocked off to prevent pedestrians from traveling near hazardous areas.
- Use backup warning signals, signs, movable barricades, and/or attendants when operating vehicles and heavy equipment in pedestrian areas.
- Use special care to protect pedestrians when moving materials overhead.

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