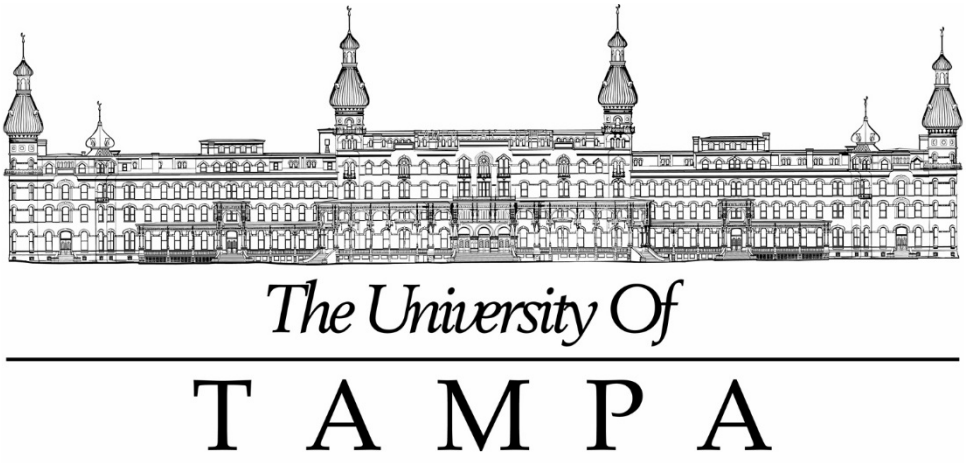
UNIVERSITY OF TAMPA VENDOR/CONTRACTOR MANUAL



Updated 11/13/2020

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Numbers to Know

Emergency..... 911

Campus Safety.....813-257-7777

Facilities.....813-253-6227

Director of Facilities (Jennifer Isenbeck).....813-731-2203

Maintenance Manager (Angie Jordan) 813-257-3034/813-695-0089

UT Design & Construction Manager (Lisa Brachna)..... 813-258-7256

UT Design & Construction Manager (Scott Gossen).....813-220-5266

Grounds Manger (Tim Purdy)..... 813-767-1788

Safety & Contract Manager (Steve Kim) 772-579-3275

Facilities Maintenance Supervisor/Senior Electrician (Jason Foley)..... 813-373-1736

Facilities Maintenance Supervisor (Jack Wise) 813-601-3742

TECO/Peoples Gas (Emergency).....877-588-1010

A&A – Electric Locates (Ryan Hunter).....813-781-9356

Troika – Comm Locates (Wayne Harrison)..... 727-743-9868

Chemical Spills/Environmental Emergencies (Steve Kucera) 813-257-3324/813-842-3528

Campus Building Physical Addresses

NOTE: *This document is for internal use only and should be used solely for location purposes and not mailing purposes. All regular University mail should be addressed to the appropriate box number at 401 W. Kennedy Blvd., Tampa, FL 33606-1490.*

BUILDING	ADDRESS
Academic Tutoring and Academic Coaching	506 UT McNeel Court
Aquatic Center	507 UT University
Drive Martinez Athletics Center	400 North Blvd.
Austin Hall	110 UT Poe Parkway
Bailey Art Studios	310 North Blvd.
Barrymore Hotel	111 West Fortune St.
Baseball Field	601 North Blvd.
Beach Volleyball Complex	315 North Blvd.
Brevard Hall	203 N. Brevard Ave.
Campus Safety	820 W. North A St.
Cass Building	611 UT University Drive
Central Receiving	1049 W. North A St.
Chiller Plant	915 W. North A St.
Communication Annex	607 UT McNeel Court
Daly Innovation and Collaboration Building	820 W. North A St.
Dickey Health and Wellness Center	111 N. Brevard Ave.
East Walker Hall	509 UT University Drive
Faculty/Staff Offices	320 W. Kennedy Blvd.
Fairgrounds Offices	701 Frederic H. Spaulding Drive
Falk Theatre	428 W. Kennedy Blvd.
Ferman Music Center	803 Frederic H. Spaulding Drive
Fitness and Recreation Center	315 North Blvd.
Gatehouse	401 W. Kennedy Blvd.
Graduate and Health Studies Building	350 UT Archway Lane
Grand Central Park Building	442 W. Kennedy Blvd. Suite 350
Health Sciences and Human Performance Building	410 North Blvd.
Jaeb Computer Center	601 UT University Drive
Jenkins Hall	730 W. North A St.
McNeel Boat House	501 UT McNeel Court
Kennedy/Boulevard Building	813 W. Kennedy Blvd.
Krusen Building	1101 W. North A St.

BUILDING	ADDRESS
Library Annex	1717 W. Cass St.
Macdonald-Kelce Library	405 UT University Drive
MacKechnie Building	110 N. Brevard Ave.
Marine Science Field Station	5220 W. Tyson Ave. Bldg. A
McKay Hall	403 UT University Drive
Morsani Hall	500 UT University Drive
Naimoli Family Athletic and Intramural Complex	1150 W. North A St.
Naimoli Family Softball Complex	1005 Frederic H. Spaulding Drive
North Walker Hall	402–410, 450 UT Spartan Lane
Old School House	403 Old School House Way
Palm Apartments	202 N. Brevard Ave.
Pepin Stadium	417 North Blvd.
Plant Hall	300 UT University Drive
ROTC Leadership Development Course	1111 Frederic H. Spaulding Drive
Saunders Art Center	805 Frederic H. Spaulding Drive
Scarfone/Hartley Gallery	310 North Blvd.
Schoomaker ROTC and Athletics Building	1001 Frederic H. Spaulding Drive
Science Annex	610 UT McNeel Court
Smiley Hall	401 Frederic H. Spaulding Drive
Southard Family Building	401 UT University Drive
Straz Hall	521 North Blvd.
Science Research Lab	909 W. Kennedy Blvd.
Sykes Chapel	601 Frederic H. Spaulding Drive
Sykes College of Business	515 Frederic H. Spaulding Drive
Thomas Parking Garage	810 Frederic H. Spaulding Drive
Thompson Building	200 N. Edison Ave.
Urso Hall	404 W. Kennedy Blvd.
Vaughn Center	200 UT Poe Parkway
West Parking Garage	514 North Blvd.

Rev.
10/20

SAFETY

1.0 SAFETY POLICY

The personal safety and health of University of Tampa Students, Faculty, Staff and Contractors is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees. injury and illness prevention on the part of the University and its contractors.

Our concern for safety and health of all human beings is daily, even hourly. We expect every person who conducts the affairs on University property, no matter in what capacity they function, to accept this concern and its responsibility. Contractors and University employees are expected to use the safety equipment provided. Rules of conduct and rules of safety and health must be observed. Safety equipment cannot be abused or destroyed.

Cooperation between University personnel and contractors in the observance of this policy will ensure safe-working conditions to minimize the risk of an accident and consequences to people if an accident should occur. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).

1.1 SAFETY RESPONSIBILITIES

1. Eliminate potential hazards by providing appropriate safeguards, personal protective equipment and safe work tasks.
2. Provide necessary personal protective equipment and enforce its use and care.
3. Provide effective training, which is required by the "standards", as a minimum for the employees.
4. Become familiar and comply with applicable OSHA standards (29 CFR 1910, General Industry, and 1926, Construction) and make copies of medical records as well as all safety and health programs available for employees to review.
5. Review, consider for approval, and execute appropriate action on safety policies developed by safety committees or safety director.
6. Ensure a high level of productivity and safety performance and hold project management staff accountable.
7. Assign an individual(s) [competent person] the authority for the implementation of the safety program at each worksite.

1.2 GENERAL SAFETY REQUIREMENTS

Strict monitoring of and adherence to safety rules and regulations is important not only to protect the project workers, but also to protect the students, staff, and the ability of the facility to provide emergency services.

Important Phone Numbers

Agency/Department	Number
Security	813-257-7777
Facilities Main	813-253-6227
Operations and Maintenance	813-257-3034
Chemical Hygiene & Biological Safety Officer	813-842-3528
UT Emergency Operations Website	http://www.ut.edu/emergency/

SAFETY PROGRAM OBJECTIVES

Safety and health programs strive to protect people, property, and the environment. This reference manual is an effort to provide contractors performing work for UT Facilities with the basic requirements for a site safety program to protect students, visitors, employees, and other contractors working in and around the University.

The objective of these programs is to:

1) Provide a workplace that is clear of recognized hazards.
2) Compliance with all City, State, Federal and deeming authorities to follow consensus standards.
3) Maintain an effective safety management program that includes workers and management.
4) Develop a cooperative effort between contractors and UT staff to promote workplace safety.

BASIC SAFETY RULES

1) Vehicles must obey the posted speed limit while on University property.
2) Contractors must park in approved Contractor Parking area only.
3) All posted warnings and signs must be obeyed.
4) **Smoking is not permitted on University of Tampa property beginning Aug. 1, 2016.**
5) Fighting and horseplay is not permitted on University property.
6) Firearms are not permitted on University property, including in vehicles on property.
7) Alcohol is not permitted to be consumed by contractors on property.
8) Work areas must be maintained in an orderly fashion. Exits may not be blocked.
9) Trash must be removed on a daily basis.

COVID – 19 MASK POLICY

UT **policy** reads as follows:

> *Faculty, staff, students, and visitors, including vendors, are required to wear face masks/coverings in all common areas of campus facilities including classrooms, and outdoor campus areas where social distancing is not possible. Exceptions are permitted for the use of dining facilities, participation in athletic practices and contests and instruction in selected fine arts. Detailed instructions on how best to navigate these activities will be provided by the respective areas that are reviewed by Dining Services, Athletics, Fitness and Recreation Center, and the College of Arts and Letters.*

As with all the Spartan Shield Plan requirements, our face mask/coverings policy is grounded in CDC guidance:

> *Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of cloth face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.*
>
> *Cloth face coverings are a critical preventive measure and are most essential in times when social distancing is difficult. If cloth face coverings cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.*

All face coverings, whether disposable or reusable, must

- be made with at least two layers of breathable material;
- fully cover the nose and mouth and secure under the chin;
- fit snugly but comfortably against the side of the face; and
- be secured with ties or ear loops, allowing one to remain hands-free.

Based on guidance of health authorities, the following are *not* acceptable face coverings: **neck gaiters, open-chin triangle bandanas, and face coverings containing valves, mesh material or holes of any kind.**

We have also been asked about the use of **face shields** to replace face coverings. The CDC offers this information:

> *It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.*

Therefore, unless a face shield is coupled with a face mask, it is *not* considered an acceptable masking practice on our campus.

Please refer to the CDC's web page on face coverings for a more complete treatment of this topic. It is important to note that UT policy may vary from **City and County Executive Orders**. You may want to refer to these links as you travel the City and County.

City: https://www.tampagov.net/emergency-management/covid-19/face-covering

County: https://www.hillsboroughcounty.org/en/residents/public-safety/emergency-management/stay-safe/face-coverings-and-masks

CONTRACTOR SAFETY REQUIREMENTS

These subjects have been addressed in an effort to promote coordination between the contractor and the organization, and to insure the timely and safe completion of projects with minimal impact to the operations of the University.

Emergency Procedures for any Event (RACE):

Get People Out (**R**escue), call 911 if anyone is injured

Call Campus Safety (813-257-7777) to report the incident, then Facilities (**A**ctivate Alarm)

Contain the event if possible to do so

Exit, await directions from Campus Safety or Facilities on what to do next.

Training of Employees performing work on campus.

It is up to the individual contractors to ensure that all their employees whether employed directly or subcontracted are trained on proper procedures. This shall not be limited to Hazardous Analysis as further detailed in this document, but shall encompass procedures necessary for safe, productive daily performance.

Employees are not to engage in deceptive behavior or make false statements regarding any aspect of safety culture on university property. Unless an incident/accident is being investigated by an agency, if asked about a policy/procedure during an inspection, the employee should direct the person asking the question to their supervisor. Supervisors shall embrace a culture that encourages openness and honesty about incidents that occur and working constructively to resolve the problem in a manner that does not create a culture of fear in reporting incidents or near misses.

Hazard Communication and Chemical Safety

1) Contractors shall always have copies of Safety Data Sheets available at the job site for review . SDS information should also include a weblink and approximate quantities contained on site. It is also acceptable to have a thumb drive or access to website with all applicable SDS in the Superintendent/Foreman's vehicle.
2) To insure all contractor employees are familiar with the safe handling and operation of hazardous materials, including use of personal protective equipment, each contractor must establish and maintain an effective hazard communication program in accordance with OSHA 29 CFR 1926.59 or 29 CFR 1910.1200.
3) The contractor HazCom Program must contain:
   a) A written hazard communication program that is consistent with the UT policies/procedures set forth on http://utweb.ut.edu/ehs .
   b) An inventory of chemicals
   c) All chemicals are kept in appropriate containers that are clearly labeled and tightly sealed when not in use.
   d) Employee training and documentation.
4) Upon discovery of any materials that may contain asbestos (Presumed Asbestos Containing Material PACM), the contractor must stop work immediately and contact the Facilities POC. All asbestos-related activity shall adhere to the Facility's Asbestos Management Plan.
5) Before operations on any potential lead containing material, the Facilities POC shall be consulted to confirm activity.

6) University of Tampa has procedures in place to contact the appropriate personnel should PACM, Lead or other substances that require documented and controlled removal. Steve Kucera, University of Tampa Chemical Hygiene and Biological Safety Officer shall be contacted (skucera@ut.edu, 813-842-3528), cc: Facilities Director (jisenbeck@ut.edu) and Maintenance Manager (angelajordan@ut.edu).
7) Fluorescent Light bulbs and PCB Containing Ballast Disposal
   a) Personnel removing fluorescent light bulbs are responsible for examining the bulb to determine if the bulb should be recycled due to mercury vapor and lead content and insuring proper storage until recycling.
      i. Note: Green end caps or green writing indicate an environmentally friendly bulb, which may be disposed of as normal construction waste.
   b) The identification of any PCB containing or suspected PCB ballast's, shall be reported to the Facilities POC.
8) For more information on Chemical Safety and Emergencies, please refer to: https://www.ut.edu/academics/environmental-health-and-safety-(ehs)

UNDERGROUND UTILITY LOCATION.

Any proposed excavation, digging, boring, blasting, or earth disturbance requires location of underground utilities. Contractors shall call 811 for Sunshine request, additionally the **University owns and operates many of the internal utilities such as electric, communications, potable and fire water and chilled water**. Ryan Hunter at A&A Electric (813-781-9356) shall be contacted for electric utility locates, Mills and Associates for all others, in the event a Communication line needs to be identified, contact Wayne Harrison at Troika (727-743-9868) and notify Greg Scott (gscott@ut.edu). All contractors shall document and provide a Permit to Work (Appendix C); to include a Job Hazard Analysis (Use Appendix D or suitable substitute to be determined by Project Manager) prior to any excavation work.

UTILITY SERVICE INTERRUPTIONS.

Before any work involving the planned or possible interruption of utilities, such as Fire Alarm, Fire Sprinkler, electric, domestic water, gas or chilled water services. Extended utility and site work may require utility locates throughout construction. These locates shall be called in as needed. A Utility Outage Request (Appendix E) is required, this is also part of the Permit to Work requirements (Roof permits will be issued in the future). Fire Impairment Requests (FIR; Appendix E) must be submitted and approved at least 24 hours prior to commencement of work. Utility Outages must be submitted and approved at least seven (7) calendar days in advance.

If a potable water line that feeds a UT building is broken and the possibility of contamination exists (e.g. from soil), the public in that building must be protected by adequately notifying them not to drink the water (i.e. Boil Water Notice). BEFORE restoring potable water flow to the building after the break has been repaired the Facilities Director must be notified so that the University Leadership and CHBO can be informed of the situation. Communication can then occur so faculty, staff, students and visitors can be advised (via Global Email, Text Messaging, Signage on drinking fountains, etc. of the location where water is not to be consumed for a period of time, to be determined by the CHBO and Facilities Director, before water flow is restored. Communication will follow that the water is now safe to drink, once that has been determined to be true.

EXCAVATIONS AND TRENCHES

1) All trenches and excavations, adjacent areas, and protective systems shall be inspected daily by a competent person.
2) Trenches greater than 5 feet in depth require shoring and sloping.
3) Substantial barricades to prevent persons from falling into an open trench shall be maintained around the perimeter of trenches. This is especially important at the end of the workday for trenches that must remain open overnight.
   Note: Plastic ribbon or caution tape is NOT a suitable barricade for this purpose.
4) Ladders will be provided at least every 25 feet for access to trenches over 4 feet in depth.

ELECTRICAL HAZARDS

1) Each contractor and subcontractor shall insure a comprehensive electrical safety program. Reference for such program shall be OSHA 29 CFR 1910.331 to 29 CFR 1910.333 and 29 CFR 1926 Subpart K.
2) Training in accordance with the electrical safety program shall be recorded and available for review.
3) All ground fault circuit interruption units shall be tested in accordance with a prescribed schedule.
4) All electrical equipment shall be inspected before use to insure proper grounding.

LOCKOUT/TAGOUT

1) The lockout/tagout (control of hazardous energy) standard shall be adhered to at all times. The standards are referenced at 29 CFR 1910.147 and 29 CFR 1926.417. At a minimum, the standard requires the following procedures:
2) Use of locks and/or tags on energy isolation devices
3) Special lockout/tagout procedures for jobs requiring multiple lockout/tagout devices may be required and shall be communicated to Facilities Maintenance and Operations. Jason Foley will be responsible for all University LOTO locks.
4) Contractors must provide their own lockout/tagout equipment.
5) All contractor employees must be trained on lockout/tagout procedure.
6) Locks and/or tags must not be removed by anyone other than the employee applying them except under special circumstances and consultation with the Facilities POC
7) All contractors will have a written program for lockout/tagout, prior to commencing work with hazardous energy sources.
8) Any device that will be locked or tagged out, that may be subject to lockout or tagout by a UT Facilities employee, shall be pre-approved by Jason Foley or Angie Jordan.
9) The written program shall contain provisions for sanctions against an employee for violation of lockout/tagout procedures.
10) UT Facilities has the right to conduct routine inspections of lockout/tagout work practices.

CONFINED SPACE ENTRY

1) Confined spaces present serious potential for injuries as a result of oxygen deficiency, toxic products, flammable vapors, and hazardous energy. Each contractor must establish and maintain an effective Confined Space Entry program that complies with OSHA 29 CFR 1910.146 and 29 CFR 1926.21(b)(6)
2) Contractors completing confined space work must file a copy of their program with the Facilities POC.
3) Confined Space Entries shall be documented with the Facilities POC.
4) Contractors must provide all equipment required for safe entry and rescue, when working in confined spaces.
5) The Fire Department will be notified of confined Space work when it will exceed four (4) hours in

duration.

FALL PROTECTION

1) Reasonable fall protection shall be provided to protect personnel from accidental falls associated with floors, platforms, scaffolds, guardrails, physical barriers, and elevated work locations. Standard guardrails must be provided for work locations 6 feet or more above the adjacent level, in accordance with OSHA 29 CFR 1926.500, and fall protection for work over ten feet.
2) All employees working at unguarded locations above 6 feet in construction (10 feet on scaffolds) must be protected by properly wearing approved fall protection equipment including safety harnesses and lifelines as specified by supervision.
3) All employees required to wear approved fall protection devices shall be properly trained in their use.
4) The employer must document proper training and demonstrated proficiency in use of the equipment.
5) Supervisors shall enforce the use of fall protection devices, as required.

SCAFFOLDS

1) Contractors working with scaffolding equipment shall insure compliance with OSHA 29 CFR 1926, Subpart L and 29 CFR 1910.28.
2) Access to scaffolds shall be limited to authorized personnel only. After normal working hours, all efforts shall be made to insure limited access to the scaffolds.

EMERGENCY PROCEDURES

All employees of contractors must know and understand the procedures for reporting an emergency. Periodic tests will determine the level of knowledge of employees with regard to emergency procedures.

ACCIDENTS

All accidents, incidents, injuries, and illnesses must be reported to the General Contractor, Facilities POC, and Facilities Director immediately. A report will also be filed with Campus Safety.

MANUAL MATERIALS HANDLING

Manual materials handling and other physical activities must be performed only by those employees physically capable of doing so.

ENFORCEMENT

Enforcement of safety matters shall be done at the discretion of the General Contractor, Facilities Safety Manager, and Facilities Director. Enforcement shall also occur at the subcontractor level. Discipline may include removal of the employee or employer from the site.

INTERVENTION

Qualified members of the UT Facilities Team, CHBO and Campus Safety has the authority to stop any work activity that is deemed inappropriate or posing a risk to the safety and well-being of persons or property.

GENERAL SAFETY PROCEDURES

OSHA General Duty Clause:

Hazardous conditions not covered by a specific OSHA standard, may be cited in accordance with the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970, which states: "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

General Inspections and Training.

Contractors must establish a site safety inspection program that provides for the regular inspection of the work site, equipment, and materials to insure they are hazard free. Contractors shall insure all employees are educated and trained in recognition and avoidance of unsafe conditions and to the regulations and procedures that pertain to specific activity that is part of the task. The use of any tool, machinery, or equipment, which is not in compliance with standards and regulations, is prohibited. Contractors shall have a COVID-19 action plan, to include appropriate PPE and procedures, established and may be required to provide UT a copy upn request.

a. Medical Services and First Aid
   1) In the event of a serious or life-threatening emergency, call 911.
   2) In any area where hazardous chemicals are being used, employees shall be provided access to facilities for quick drenching or flushing of the eyes and body.

b. Hand and Power Tools.
   1) Electric power operated tools shall be either approved double insulated, or be properly grounded, and used with ground fault circuit interrupters where applicable.
   2) Only authorized and properly trained employees shall use power tools.
   3) Power actuated tools may be operated only by certified individuals. Employees must always maintain a copy of their certification on site .
   4) Hand tools shall be inspected prior to each use for wear and damage.

c. Personal Protective Equipment.
   1) Appropriate personal protective equipment must be worn in all operations where there is an exposure to hazardous conditions or atmospheres.
   2) Eye and face protection, in accordance with ANSI Z87.1-1991, shall be provided when machines or operations present a danger to the eyes or face. Employees involved in welding operations shall be furnished with filter lenses or plates of at least the proper shade number.
   3) Employees exposed to laser beams must be furnished with the proper laser goggles and must demonstrate proficiency with laser safety.
   4) Head protection, in accordance with ANSI Z89.1, shall be in work areas where there is a possible danger of head injuries from impact, falling or flying objects, or electrical shock and burns.
   5) Hearing protection shall be instituted when noise levels exceed those established in accordance with Table D-2 in OSHA standard 29 CFR 1926.52. Engineering controls shall be applied; however, if they fail to lower the levels hearing protective devices shall be employed.
   6) Hearing protection is required when a noise level is constantly above 85 decibels or impact noise exceeds 140 decibels.
   7) A hearing conservation program shall be required in all cases where the sound levels exceed the values indicated in the standards.

d. Respiratory Protection.
   1) When engineering and administrative controls are not effective in controlling toxic substances, appropriate respiratory protective equipment will be provided and shall be used.
   2) Only those respiratory protective devices approved by the National Institute for Occupational Safety and Health and Mine Safety and Health Administration for a/the specific contaminant may

be used.

3) All employees using respiratory protective devices shall be properly trained in their use and fit-tested. A written respiratory protection program is required by the contractor and shall be filed with the Engineering Safety Manager prior to commencement of work tasks.
4) Exposures to toxic gases, vapors, mist, fumes, and dusts at a concentration above those specified in the most recent "Threshold Limit Values (TLV) of the ACGH, shall be avoided.
5) Administrative controls, engineered practices, or use of respiratory protective equipment must be used to achieve compliance with the TLV's.
6) Random sampling of the air may be conducted to ensure compliance with this directive.

e. Electrical.

1) All electrical work shall be conducted in accordance with the current National Electrical Code (NEC) standards. Only those persons qualified are permitted to work on or near energized conductors or parts and then only under special procedures that insures proper employee protection. Contractors will review arc flash protection in each situation requiring working on energized circuits with the Facilities POC, or designee, prior to working on the live circuit.
2) Unqualified persons shall not be allowed to work within 10 feet of energized overhead power lines.
3) Equipment must not be used or stored within 10 feet of overhead-energized electrical power lines.
4) Extension cords shall be of the three wires, grounded variety. Worn and frayed cords are not permitted.
5) Bulbs on temporary lights shall be equipped with a guard or deeply recessed in the reflector.
6) Each disconnecting means of motors and appliances and each service feeder or branch circuit at the point where it originates shall be legibly marked to indicate its purpose, unless located and arranged in a manner that the purpose is evident.
7) Cable passing through work areas shall be covered or elevated to protect it from damage and avoid tripping hazard for employees.
8) Boxes for disconnecting means shall be securely and rigidly fastened to the surface, which they are mounted and be fitted with covers.
9) All extension cords and cord-plug-connected equipment shall be protected by an assigned equipment grounding conductor program.
10) No employer shall permit an employee to work in proximity to any part of an electric power circuit that he may contact, unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it by effective insulation or other means.
11) In work areas where the actual location of underground utilities is not known, workers using jackhammers, bars, or other hand tools that may come into contact with energized power lines, must be provided with insulated protective gloves.

f. Fire Protection.

1) All hot work areas must have additional, portable fire protection prior to commencement of work.
2) Firefighting equipment shall be located in a conspicuous location within the work area.
3) At no time can firefighting or alarm initiating devices be blocked.
4) Fire extinguishers shall be placed every 75 feet in the work area.
5) All fires shall be reported immediately

g. Flammable and Combustible Liquids.

1) Flammable and combustible liquids shall be stored in approved containers and in appropriate quantities for the job site use.
2) Where applicable, flammable liquid shall be dispensed through grounded and bonded containers.
3) Safety Data Sheets for all Flammable and Combustible liquids must be filed with the Facilities POC along with applicable SDS weblink.

h. Welding, Cutting and Heating

1) All employees shall be instructed in the safe use of welding equipment prior to using this equipment.
2) Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be taken where welding or other "hot work" is being done. No welding, cutting or heating shall be done where the application of flammable paints, or the presence of any other flammable compounds, or heavy dust concentration creates a fire hazard. Consider "Hot Work Permit" in occupied buildings.
3) Arc welding and cutting operations shall be shield by noncombustible or flameproof shields to protect persons from direct arc rays. Visual barrier screens are required for arc welding operations.
4) When electrode holders are to be left unattended, electrodes shall be removed, and the holder shall be placed or protected so that it cannot make electrical contact with employees or conducting objects.
5) All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder except where splices are insulated equal to the insulation of the cable. Defective cables shall be repaired or replaced.
6) Fuel gas and oxygen hoses shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective.
7) General mechanical or local exhaust ventilation or airline respirators shall be provided, as required, when welding, cutting to heating; zinc, lead, cadmium, mercury, or beryllium bearing materials in enclosed spaces; stainless steel with inert-gas equipment in confined spaces; where an unusual condition can cause an unsafe accumulation of contaminants.
8) Proper eye protective equipment shall be provided when appropriate.

i. Liquefied Petroleum Gas (LPG).
   1) Storage of LP Gas within buildings is prohibited.
   2) Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators or an approved type.
   3) All cylinders shall meet DOT specifications.
   4) Every container and vaporizer shall be provided with one or more approved safety relief valves or devices.
   5) Containers shall be placed upright on firm foundations or otherwise firmly secured.
   6) Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas in the event of flame failure.
   7) Storage locations shall have at least one approved portable fire extinguisher, rated not less than 20-BC.

j. Housekeeping.
   1) Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas.
   2) Combustible scrap and debris shall be removed at regular intervals, and no less than daily.
   3) Containers shall be provided for collection and separation of all refuse. Covers shall be provided on containers used for flammable or harmful substances.
   4) Wastes shall be disposed of at frequent intervals.
   5) Lay down areas shall be orderly and free from tripping hazards.

k. Storage.
   1) All materials stored in tiers shall be secured to prevent sliding, falling, or collapse.
   2) Aisles and passageways shall be kept clear and in good repair.
   3) Storage of materials shall not obstruct exits.

4) Materials shall be stored with due regard to their fire characteristics.

l. Ladders.
1) The use of ladders with broken or missing rungs or steps, broken or split side rails or with other faulty or defective construction is prohibited. When ladders with such defects are discovered they shall immediately be withdrawn from service.
2) Portable ladders shall be placed on a substantial base at a 4 to1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above the landing, or where not practical, be provided with grab fails and be secured against movement while in use.
3) Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.
4) Job-made ladders shall be constructed for their intended use. Cleats shall be inset into side rails ½ inch, or filler blocks used. Cleats shall be uniformly spaced, 12 inches, top-to-top.
5) Except where either permanent or temporary stairways or suitable ramps or runways are provided, ladders shall be used to give safe access to all elevations.
6) All users of ladders shall be properly trained and documented by the Contractor.
7) Ladders shall be inspected periodically by the Contractor.

m. Flag Person/ Traffic Control.
1) When signs, signals and barricades do not provide necessary protection on or adjacent to a highway or street, flag persons or other appropriate traffic controls shall be provided.
2) Flag persons shall be provided with and shall wear a red or orange warning garment while flagging.
3) Warning garments worn at night shall be of reflective material

n. Motor Vehicles and Mechanized Equipment.
1) Observe posted speed limits, give pedestrians the right of way, and yield to emergency vehicles. Unless otherwise posted, there is a campus-wide speed limit of 15 miles per hours.
2) All vehicles in use shall be checked at the beginning of each shift to assure that all parts, equipment, and accessories that affect safe operation are in proper operating condition and free from defects. All defects will be corrected before the vehicle is placed in service.
3) No person shall use any motor vehicle, earth moving or compacting equipment having an obstructed view to the rear unless; the vehicle has a reverse signal alarm distinguishable from the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.
4) Heavy machinery, equipment, or pasts thereof which are suspended or held aloft shall be substantially blocked to prevent falling or shifting before employees are permitted to work under or between them.
5) Park only in areas approved for contractor use.

o. Railings.
1) A standard railing used to protect personnel from falls shall consist of top rail, intermediate trail, toe board, and posts, and have a vertical height of approximately 42 inches from upper surface of top rail to the floor, platform, etc.
2) The top rail of a railing shall be smooth surfaced, with a strength to withstand at least 200 pounds. The intermediate rail shall be approximately halfway between the top rail and floor.
3) A stair railing shall be of construction similar to a standard railing, but the vertical height shall be not more than 34 inches, or less than 30 inches from upper surface of top rail to surface of tread in line with face or riser at forward edge of tread.

p. Scaffolds.
   1) Scaffolds shall be erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement.
   2) Scaffolds and their components shall be capable of supporting, without failure, at least 4 times the maximum intended load.
   3) Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor, except needle beam scaffolds and floats.
   4) Scaffolds 4 feet to 10 feet in height, having a minimum dimension in either direction of less than 45 inches, shall have standard guardrails installed on all open sides and ends of platform.
   5) There shall be a screen with maximum ½ inch openings between the toe board and the guardrail, where the persons are required to work or pass under the scaffold.
   6) All planking shall be Scaffold Grade or equivalent. The maximum permissible span for one 1/4 x 9 inch or wider plank or full thickness is 4 feet, with medium loading of 50 p.s.i.
   7) Scaffolding planking shall be overlapped a minimum of 12 inches or secured from movement.
   8) Scaffold planks shall extend over their end supports not less than 6 inches or more than 12 inches.
   9) All scaffolding and accessories shall have any defective parts immediately replaced or repaired.
   10) An access ladder or equivalent safe access shall be provided.

q. Air Tools and Compressed Air.
   1) Pneumatic power tools shall be secured to the hose or whip in a positive manner to prevent accidental disconnection.
   2) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
   3) The manufacturer's safe operating pressure for all fittings shall not be exceeded.
   4) All hoses exceeding ½-inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
   5) Compressed air used for cleaning purposes shall not exceed 30 psi.
   6) Compressed air for cleaning will only be used with effective chip guarding and personal protective equipment. This requirement does not apply to concrete form, mill scale, and similar cleaning operations.

r. Compressed Gas Cylinders.
   1) Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored.
   2) Cylinder valves shall be closed when work is finished and when cylinders are empty or moved.
   3) Compressed gas cylinders shall be secured in an upright position at all times, except if necessary, for short periods of time when cylinders are actually being hoisted or carried.
   4) Cylinders shall be kept at safe distances or shielded from welding or cutting operations.
   5) Cylinders shall be placed where they cannot become part of an electrical circuit.
   6) Oxygen and fuel gas regulators shall be in proper working order while in use.
   7) Applicable technical portions of American National Standards Institute, Z49.1, Safety Welding and Cutting, shall be followed.
   8) Large gas cylinders should only be transported using an appropriate incline cart designed for this purpose, with the cylinder secured in the cart.
   9) The contents of a gas cylinder shall be treated as a chemical. As such, all chemical policies apply to gas cylinders.

s. Hoists and Cranes.
   1) Comply with the manufacturer's specifications and limitations for hoists.

2) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be posted on cars and platforms.
3) Never move suspended loads directly over personnel.
4) Area surrounding the operation of the crane shall be marked with caution tape to prevent unauthorized staff from entering the prescribed safety area
5) A Hoist and Crane Safety Plan shall be at the job site and available for review upon request by University Facilities and Safety personnel.

t. Accident Record Keeping and Reporting Requirements.

Within 8 hours after its occurrence, an accident which is fatal to one or more employees or which results in the hospitalization of three or more employees shall be reported by the employer to the nearest OSHA Area Director at:

OSHA Area Director	(813) 626-1177

Reference: https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12783.

PROJECT MANAGEMENT GUIDELINES

PURPOSE:

Provides the guidelines for maintaining quality, safety, and aesthetics during repairs, construction and renovation projects.

SCOPE:

All maintenance, repairs, construction and renovation projects throughout the facility.
Projects require a great deal of planning and supervision to ensure the standards are upheld. Facilities managers play a major role in this process and the successful completion of the projects.
Active preparation and continuous surveillance of safety conditions is a critical component of project management. The following should be observed:

1. Keep job sites safe and clean at all times. **Contractors shall perform a daily clean-up of their site**. This includes trash removal, screen or silt fence maintenance.
2. Keep emergency and handicap accesses open.
3. Contractor shall follow the Fire Impairment Request requirements if any life safety building features are impaired (see Appendix E). DO NOT call Facilities the day of to take buildings off-line.
4. When Life Safety or egress is inhibited by project work, an Intermittent Life Safety Plan shall be developed and approved by Facilities Safety Manager and Campus Safety.
5. Utility outages shall be coordinated with University of Tampa Facilities by submitting the Fire/Utility Outage Request form (Appendix E). All outages (electric, Fire, PW, Chilled Water, storm, sanitary, irrigation) shall be coordinated with the appropriate University personnel, at the very minimum, Angie Jordan, Facilities Maintenance Manager.
6. All buildings/rooms should be left secure when work is complete. If you are the last contractor leaving the site, ensure the site is secure.

Decisions related to aesthetics are normally made well in advance of project start date. They require a focus on details, outcomes, and university environment/culture as well as:

1. Standardize new material and equipment with that currently being used along with specifications contained in the facilities specification manual and standard color template (where available). UT has various standardized requirements, coordinate with UT Facilities Point of Contact (POC) to confirm if a standard exists.

QUALITY AND COMPLIANCE

1. Check the progress of the project often, per predetermined progress and quality inspection (and spot checks) intervals, to ensure quality of work and adherence to specifications.
2. Invoice Procedures:
    a. Please submit invoices upon completion of work and in a timely manner.
    b. Vendors must submit detailed invoices which clearly identify the services, portion of services, items and expenses for which compensation is sought.
    c. The University's standard payment terms is Net 30.
    d. The University prefers to pay via ACH (Automated Clearing House)/EFT (Electronic Funds Transfer; Appendix H)). To receive payments via ACH/EFT, please complete the University's ACH Enrollment form which can be obtained from your University contact.

MINIMUM CONTRACTOR'S REQUIREMENTS

PURPOSE:

Provides the minimum requirements expected of contractors prior to, during, and after maintenance, construction and renovation projects.

SCOPE:

All maintenance, construction and renovation projects throughout the organization.

PERSONNEL SCREENING

The following requirements are to be met by Contractors' and their subcontractors and vendors while engaged in construction and maintenance projects at the University of Tampa:

A. A criminal history check shall be performed on all jobsite personnel, including subcontractors and temporary day laborers, at least once every two years. Prior to personnel entering the Project site, an initial criminal history background check shall be submitted to and performed by a private company trained to perform private employment screening. The results of each criminal history check shall be reported to the Contractor, which shall screen the results for the following disqualifying offenses to determine a person's eligibility to work on the University of Tampa's campus.
    1. Drug distribution activity or felony drug possession
    2. Sexual offenses, including, but not limited to, indecent exposure and voyeurism
    3. Crimes of violence involving physical injury to another person
    4. Murder
    5. Kidnapping
    6. Felony theft

B. The following searches shall be performed to document types of convictions listed above that will render an individual ineligible to perform work on campus:
    1. SSN Trace plus address history
    2. Sexual Offender database check
    3. National Criminal Database search
    4. 7-year County Court Check in the employee's County of residence

C. Contractor shall certify that all personnel have been subject to a criminal background check and shall continuously track, monitor, and re-certify throughout construction as new trades and personnel begin work.

D. The cost of the criminal background check shall be borne by the Contractor but is compensable as a General Conditions expense.

Before work is started - Before beginning a maintenance, construction or renovation project, contractors will comply with the following requirements:

1. Review all plans, drawings and project specifications as may have been issued. These project documents include any established infection control measures and/or interim life safety measures as may be required.
2. Within that contract document a description of all project turnover documents that will be owed to the owner upon the completion of the project.
3. Instructions for cleaning and maintenance of all materials installed.
4. Secure all permits, fees, and licenses necessary for the execution of the work.
5. Furnish all insurance certificates (e.g., Liability Workers' Compensation) and the attached Contractor Information Record to the facility's responsible department.
6. Complete Maintenance pre-construction form (Appendix I) for applicable projects.

Arrange for the delivery of supplies, materials, and equipment to the work site or designated storage areas. Deliveries must be made during regular working hours 8:00 am – 4:00 pm. The Facility, under no circumstances, accepts responsibility for receiving, unloading, or storing these items.

Material and equipment submittals shall be provided to the Facilities POC to be approved for all installed products and equipment prior to being ordered. All materials submitted must meet design specification as required on construction documents, at a minimum all components are to meet current industry standards, UL approved and meet all local, state, and federal requirements for flame spread and smoke density.

Submit Safety Data Sheets (SDS) to the Facilities POC for any chemical, toxic or hazardous substance (whether pure or as an ingredient of a mixture) brought into the facility.

During Work - While performing any maintenance, construction or renovation project, contractors will comply with the - following requirements:

1. Comply with applicable safety regulations of the city, state, and federal codes.
2. All contractors required by state and local requirements to be licensed shall be licensed. Evidence of individual licensure shall be carried at all times and if asked, shown to the Facilities Department Managers and/or local building officials as may be required. Contractors using unlicensed personnel are subject to having their contract revoked.

3. Deviations from contracted work shall have written approval from POC or other Facilities representative.
4. Ensure that contractor employees physically check in/check out with Facilities Management and do not enter facility buildings other than the work site and approved areas. When required, contractors shall provide their own water closets and lavatories. Unless permitted, contractors SHALL NOT enter residential floors. Unless specifically requested by Facilities personnel, contractors shall not enter residential rooms prior to 9:00 AM. Contractors should not enter when the room is occupied unless Facilities and the occupant has specifically requested to perform the work.
5. Comply with Campus Safety Rules and personnel at all times.
6. Keep the premises free from accumulation of waste materials or rubbish caused by project operations.
7. Any work involving the building roof shall be completely watertight at all times. If roofing work is in progress, temporary measures shall be taken to ensure it is watertight before leaving the site at the end of the shift. The applicable respective contractor will be on call 24x7 to respond to any roof leaks during this time period.

Upon completion of work - Once the maintenance, construction or renovation project is completed, the contractor will comply with the following requirements:

1. Remove all materials and rubbish from and about the project away from facility property, including tools, construction equipment, machinery, and surplus materials. Exceptions: Hazardous Waste shall follow the stipulations under Environmental Control of this Manual.
2. Completion of punch list items is required for substantial completion
3. Facilitating owner occupancy
4. Assembling record drawings for as-built documentation (if required)
5. Warranty, guaranty, and operation and maintenance manuals
6. Pursuing resolution of warranty items
7. Documentation of final pay quantities and costs
8. Preparing contract files for transfer to owner
9. Final payment and contract acceptance
10. Leave the work area in a clean, satisfactory condition.
11. Provide facility with all close out materials as required by the contract.
12. Sanitation: Contractors will use special care in keeping work sites free from debris and food wrappers. Contractors will provide covered trash containers and are responsible for the sanitary collection and daily removal of the trash in these containers from the facility grounds.
13. Replacement Stock: For future replacement stock, contractors may be required to provide attic stock materials. Review with Facilities POC.
14. Final Billing and Punch List Completion – **Project billing may be withheld until all punch list items have been completed and as-built, operating, and repair manuals on all equipment systems, hard and electronic copies, have been delivered to Facilities.**
15. Complete post-construction form (Appendix I) for applicable projects.

NOTE: Contract terms will have the authority to reject work which does not conform to the contract documents.

Fire Prevention - Contractors are responsible for fire prevention on the job site and will comply with requirements indicated in Construction / Renovation Planning and Construction / Renovation Safety.

Motor Vehicle and Parking Regulations - All persons driving motor vehicles on the facility premises in connection with contractor business, including employees in their personal vehicles, will abide by the official facility motor vehicle and parking regulations as a condition of being permitted to enter the premises and as a part of the contract requirements. Each Contractor/Vendor vehicle shall have the appropriate parking pass to be issued by Facilities Management. Also refer to Appendix G regarding Contractor/Vendor golf cart/low speed vehicle use on campus.

Parking - Employees of contractors are not permitted to park in gated Faculty/Staff parking areas of the University except as approved by Facilities (parking passes will be given out by Facilities). See below for additional information on approved areas of parking.

Truck Routes - Contractors and sub-contractors will use only designated truck routes for the delivery of material and other contract operations. Designation of such truck routes shall be required and approved before the start of construction. Contractors are responsible for notifying all suppliers to make deliveries by the designated routes and for posting approved signs where necessary.

1. Vehicle Debris - Vehicles operated on facility property in connection with contract work will be loaded in such a manner as to minimize spillage of dirt, gravel, and other debris. Contractors will remove inadvertent spillage of nails, construction materials, and/or scrap immediately. Dirt and gravel spillage or accumulations will be removed as soon as possible, but in every case, they must be removed no later than the end of each workday. Where dust becomes a problem to facility operations, the contractor is required to keep the area controlled by sprinkling or other methods approved by FDEP.
2. Accidents - Any vehicular accident on the facility premises must be reported to Campus Security as soon as possible in person or by telephone. The driver(s) of the vehicle(s) involved will remain on the premises until released and will furnish required reports of the accident. Campus Security will assist in determining if TPD has jurisdiction.

OUTSIDE CONTRACTOR/VENDOR ORIENTATION

PURPOSE:

Provides orientation to contractors/vendors of required procedures and expectations for performing work in respect to safety and client satisfaction.

SCOPE:

All primary contractors and subcontractors competing for and/or performing project work at the University of Tampa.

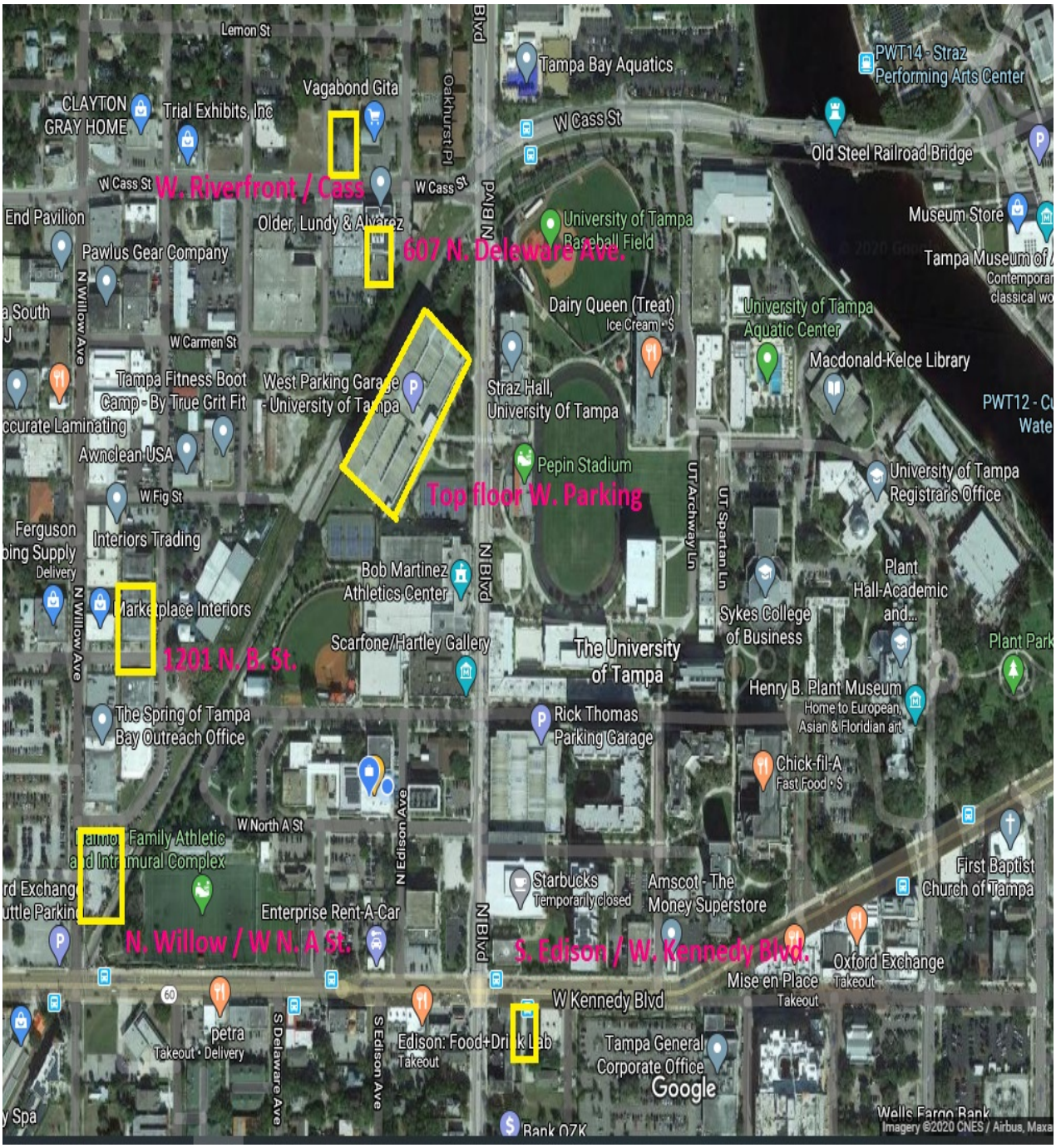
1. The Contractor / Vendor Manual emphasizes the responsibility of the contractors/vendors to assure that all contractor/vendor and subcontractor staff are oriented and trained in proper procedures to mitigate risks associated with safety and minimize disruptions to University students and employees.
2. A copy of the Contractor / Vendor Manual is presented and reviewed with the primary contractor/vendor at the semi-Annual Contractor orientation.
3. The primary contractor/vendor is expected to indicate any subcontractors used.

4. The primary contractor/vendor is also expected to acknowledge receipt of the manual and take responsibility to assure all contractor/vendor and subcontractor employees will be oriented and trained according to the contents of the manual. **SIGNED RECEIPT OF MANUAL IS DUE TO FACILITIES IN PERSON OR BY EMAIL (faciloffice@ut.edu) BY Dec. 4, 2020.) Refusal to submit will be followed up by Facilities personnel and possible dismissal from work on campus.**

CAMPUS PARKING FOR CONTRACTORS

A contractor parking pass permit can be obtained from the Facilities Management office. Your company name and contact phone number **MUST** be placed on the hang tag. The contact number is in case we need to alert you to relocate your car or if something has happened. Do not park around any building except to unload supplies (minimize unloading time). If truck is required to be at a certain location, then Campus Safety is to be made aware (coordinate with your Facilities POC). NO PERSONAL vehicles are to be used for this purpose. Facilities Personnel (Project Managers, Supervisors) are not obligated to waive ticket fees. Contractors (or personnel identified with a particular company or project) will be notified of unpaid tickets.

- There is limited parking available for Major Construction projects – contact Facilities POC or your Primary GC for approved locations. **Approved locations are all WEST of the railroad tracks**.
- Contractors/Vendors may park only on the top floor of the West Garage; parking on other floors must be approved by Campus Safety and/or Facilities POC.
- During the school year, contractors are no longer permitted to park in the grass and gravel lots between Edison Ave. and Delaware Ave.
- Contractor parking is NOT permitted on any of the paved parking areas unless approved by the Facilities Project Manager (PM).
- These locations are also applicable for Contractor LSV/Golf Carts.
- Park at own risk and lock all valuables.
- Never park in Handicap designated spots, avoid blocking handicap ramps when unloading vehicle.
- Never park in fire lane without Facilities approval.
- Never park on Poe Pkwy unless it is coordinated, and work must be done in Vaughn Center. This is a FIRE LANE and the City will issue tickets.
- Never block a loading dock.
- Bollards are all locked. If you need a bollard removed, contact your Facilities POC. Campus Safety is not obligated to unlock bollards for contractors.
- Contractors are not to park on the PH fountain circle unless landscaping.
- Be aware of City owned streets around campus (A Street, Edison, Delaware), cars may be ticketed or towed at Owner's expense.
- Parking along railroad tracks at Cass is not encouraged. Vehicles may be towed at their own expense. This property is owned by CSX, The University of Tampa is not responsible for any vehicles parked in this area.
- Vehicles WILL BE TOWED when blocking fire lane access or impeding traffic through campus.


W. Riverfront / Cass
607 N. Deleware Ave.
Top floor W. Parking
1201 N. B. St.
N. Willow / W N. A St.
S. Edison / W. Kennedy Blvd.
Lemon St
Vagabond Gita
CLAYTON GRAY HOME
Trial Exhibits, Inc
W Cass St
Oakhurst Pl
N Blvd
Tampa Bay Aquatics
PWT14 - Straz Performing Arts Center
Old Steel Railroad Bridge
Museum Store
Tampa Museum of
Contemporar
classical wo
End Pavilion
Older, Lundy & Alvarez
University of Tampa Baseball Field
Pawlus Gear Company
N Willow Ave
W Carmen St
Dairy Queen (Treat)
Ice Cream · $
University of Tampa Aquatic Center
Macdonald-Kelce Library
Tampa Fitness Boot Camp - By True Grit Fit
West Parking Garage - University of Tampa
Straz Hall, University Of Tampa
PWT12 - C
Wate
ccurate Laminating
Awnclean USA
Pepin Stadium
University of Tampa Registrar's Office
W Fig St
UT Archway Ln
UT Spartan Ln
Ferguson
ping Supply
Delivery
Interiors Trading
Bob Martinez Athletics Center
Plant Hall-Academic and...
Sykes College of Business
Plant Park
Scarfone/Hartley Gallery
The University of Tampa
Henry B. Plant Museum
Home to European, Asian & Floridian art
The Spring of Tampa Bay Outreach Office
Rick Thomas Parking Garage
Chick-fil-A
Fast Food · $
W North A St
N Edison Ave
Family Athletic
Intramural Complex
First Baptist Church of Tampa
Starbucks
Temporarily closed
Amscot - The Money Superstore
Enterprise Rent-A-Car
Oxford Exchange
Takeout
Mise en Place
Takeout
W Kennedy Blvd
petra
Takeout · Delivery
S Delaware Ave
S Edison Ave
Edison: Food+Dri k Lab
Takeout
Tampa General Corporate Office
Google
Wells Fargo Bank
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ENVIRONMENTAL CONTROLS

CHEMICAL HAZARD COMMUNICATION

UT Chemical and Hazardous Waste Policies, Procedures and Best Practices

Mission

As part of pursuing its mission as an institution of higher learning, certain UT faculty, staff, students, contracts, and visitors procure, import, sore, and use chemicals and generate hazardous waste. All such persons shall take professional responsibility for working to create as safe an environment as possible for themselves and others, in settings in which they are working and/or directing others, where chemical/hazardous wastes are used, so as to minimize the likelihood of an accident.

All the aforementioned persona shall follow applicable federal, state, and local regulations, as well as University policies and procedures regarding chemical usage and the proper storage and disposal of hazardous waste generated on University property. Toward this end, the University provides resources that include the Chemical Environmental Health and Safety Coordinator and the Chemical Hygiene budget, the chemical safety website and an annual training session that is open to all these individuals to attend.

Vision

Working to create as safe an environment as possible is a shared responsibility, but individuals are ultimately responsible for their actions and choices. University personnel who serve in leadership capacities will draw upon their professional training and expertise to train, to the best of their ability, those who work under their guidance. Outside training resources will be employed, as necessary, to facilitate efforts to provide sound chemical safety practices. The University will continually strive to foster a processional climate where its people embrace pursuing, and learning whenever necessary, best practices regarding the safe use of chemical and procedures for the generation/storage/disposal of hazardous wastes.

Values

1. The University values educating its employees in the proper handling of chemicals and hazardous wastes and will make yearly training available to its employees who use and generate these materials;
2. The University values faculty, staff, and contractors knowing how to respond to chemical emergencies on University property in order to best ensure their personal safety and the safety of others. First, attend to your and others personal safety and do not hesitate to call 911 if you believe it is necessary. Second, contact UT security to notify them on an accident or emergency involving c\chemicals and ask them to contact Dr. Steve Kucera;
3. The University values learning from unforeseen circumstances and/or human error that cause an accident and pursing preventative measures and education, whenever such instances occur, in order to reduce the likelihood of a recurrent event.

4. The University values and expects full and open disclosure of all activities related to chemical use and hazardous waste generation and disposal. Fraudulent actions in any situation or emergency involving chemicals and/or hazardous waste, will not be tolerated. This University and its employees' will always cooperate with local, state, and/or/federal authorities visiting the institution to inspect for compliance with regulations and/or to investigate an accident.

For specific information, details and procedures regarding Chemical and Environmental Safety on University of Tampa campus, please visit: http://utweb.ut.edu/chemicalsafety/

If there are injuries due to a Chemical Safety event, call 911 first. All chemical emergencies shall be reported to Campus Safety – 257-7777, no exceptions. Campus Safety will then alert the appropriate departments and individuals, including Dr. Steve Kucera (UT Chemical Environmental Health and Safety Coordinator).

Specific Chemical and Environmental topics that are required for Contractors to know:

Painting Quick Tips v3.0 ----- **Consejos Rapidos de Pintura v3.0** ---- **Paint Waste Disposal Policy v 5.0** ---- **Plaster Trap Change-outs v1.0**

Contractor Generated Hazardous Waste Expectations ---- **Contractor and Facilities Hazardous Waste Info v5.0**

Facilities General Waste Disposal v2.0 ----- **Universal Waste Management** ---- **Universal Waste Definition**

Should an incident occur while on campus, refer to the Form in Appendix F which will be required to be filled out.

DISPOSAL OF PAINTS AND OTHER PRODUCTS USED ON SITE

Painters must not release paint, thinners and other liquids into the stormwater drains. This water is not treated to remove litter, debris and other pollution before it reaches waterways. Paints, thinners and pain stripper will cause major environmental problems if they get into the stormwater system. These highly toxic materials can kill aquatic animals and plants and ruin the habitat.

All paints and hazardous products shall be properly disposed of as required by the City of Tampa and the Florida Department of Environmental Protection. The University of Tampa will not accept or handle any waste on behalf of a contractor.

For additional information, contact Facilities.

EROSION AND SEDIMENT CONTROL

The appropriate environmental controls shall be inherited in all construction related activity.
Uncontrolled stormwater runoff from construction sites can significantly impact rivers, lakes, and estuaries. Sediment in waterbodies from construction sites can reduce the amount of sunlight reaching aquatic plants, clog fish gills, smother aquatic habitat and spawning areas, and impede navigation.
As part of the City of Tampa Phase II municipal separate storm sewer systems (MS4s), the University of Tampa is required to develop a program to reduce pollutants in stormwater runoff to the MS4 for construction sites disturbing one or more acres. This primarily includes developing:
An ordinance,

- Requirements to implement erosion and sediment control best management practices (BMPs),
- Requirements to control other waste at the construction site,
- Procedures for reviewing construction site plans,
- Procedures to receive and consider information submitted by the public, and
- Procedures for inspections and enforcement of stormwater requirements at construction sites.

Contractors must follow City of Tampa Chapter 21 Stormwater Management (https://www.municode.com/library/fl/tampa/codes/code_of_ordinances?nodeId=COOR_CH21STMA)

In addition to the stormwater requirements that Phase II MS4s place on construction sites, construction operators may also need to apply for NPDES permit coverage, generally if their project disturbs more than 1 acre and discharges to a waterbody.
For more information regarding BMPs, please visit: http://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#edu

When required, a NPDES permit shall be required on all projects over 5 acres (contact Mills and Associations for further information). For projects smaller, a NPDES waiver should be applied: http://www.epa.gov/npdes/stormwater-discharges-construction-activities#waivers.

It is strongly suggested that contractors providing exterior and utility work at the University have at least one certified Florida Stormwater, Erosion and Sedimentation control certified employee. Training is free and upcoming workshops are provided at: http://www.dep.state.fl.us/water/nonpoint/erosion.htm

The Florida Stormwater, Erosion, and Sedimentation Control Inspector Training & Certification Program

The Water Quality Restoration Program is currently implementing the Florida Stormwater, Erosion, and Sedimentation Control Inspector Qualification Certificate Course. The goal of this educational program is to better educate the inspector on proper Best Management Practice (BMP) sections, how to layer those BMPs, how to correctly install, inspection, and maintenance (BMPs) for use during and after construction to minimize impacts caused by uncontrolled erosion and sedimentation on the construction site. Likewise, the course will help develop a better knowledge of how to properly manage the impacts from solids (TSS), turbidity (NTUs), and nutrients (i.e., nitrogen and phosphorus) and other surface water contaminates. Florida's stormwater program is technology based, using performance standards and BMP design criteria. The use of innovative techniques and specifically designed erosion control systems are encouraged in order to prevent or limit erosion and sedimentation problems during and after land disturbance and construction activities.

The program curriculum was originally developed, and the training program began in late 1997. To date, there are over 35,000 qualified inspectors throughout the state of Florida through our educational program. FDEP approved instructors voluntarily teach the inspector training class throughout the year. This allows the instructors flexibility to arrange classes around their schedules.

The objectives of this training and certification program are:

- To assure that the desired benefits of stormwater management systems are being achieved.
- To assure that both the public and private sectors have enough inspectors trained in the proper installation and maintenance of BMPs during and after construction.
- To assure a consistent level of technical expertise and professional conduct for all individuals responsible for inspecting erosion and sediment controls, and stormwater management systems.

APPENDIX

Appendix A: Contractor Acknowledgement and Compliance statement Form

Appendix B: Certificate of Insurance Required

Appendix C: Permit to Work

Appendix D: Job Hazard Analysis (JHA) and Take 5 Dynamic Risk Assessment

Appendix E: Utility Outage - life safety impairment request Form (Planned Outages)

Appendix F: Chemical Incident Form

Appendix G: Contractor/vendor golf carts and low speed vehicles

Appendix H: Automated Clearing House form

APPENDIX A: CONTRACTOR ACKNOWLEDGEMENT AND COMPLIANCE STATEMENT FORM

By signing below the official representative of the company named below verifies that he/she has received the University of Tampa Facilities Outside Contractor/Vendor Safety Orientation Manual. The undersigned also verifies that he/she has read and understands the content of this document and will ensure that his/her company, its employees, and any/all subcontractors hired by the general contractor will comply will all provisions contained herein. The undersigned also verifies that he/she understands that any violation of the guidelines, policies and procedures or regulatory compliance standards may result in restriction or prohibited access to University of Tampa Facilities and property.

1. The contractor will:
   a. Provide Liability and Workers Compensation certificates to the Facilities Director, Maintenance Manager and/or Construction Manager.
   b. Submit the Contractor Information Record to the Facilities Director, Maintenance Manager Construction Manager.
   c. Secure all necessary permits, fees, and licenses.
   d. Submit copies of bonds as may be required.
   e. Submit Safety Data Sheets (SDS) to the Facilities Director, Maintenance Manager Construction Manager for any toxic or hazardous substance brought into the facility, whether the substance is a pure substance or an ingredient of a mixture.
2. During Construction the contractor will:
   a. Follow all safety procedures as provided in Minimum Contractor Requirements and the Outside Contractor / Vendor Orientation Guide.
   b. Arrange for the delivery, receiving, unloading, and storing of supplies.
   c. Ensure contractor personnel comply with the orders of uniformed and other healthcare facility personnel.
   d. Use special care in keeping work sites free from debris and food wrappers.
   e. Store and use all flammable liquids and/or gases in accordance with applicable state and local safety codes.
   f. Maintain responsibility for fire prevention on the job site.
   g. Ensure contractor personnel abide by the official facility motor vehicle and parking regulations.
3. After Construction the contractor will leave the work area in a clean and satisfactory condition subject to the approval of the Facilities Design and Construction Manager AND/OR Facilities Director, Maintenance Manager.
4. Contractor / Vendor representative is required to Complete Form on the next page.

I understand and agree to comply with the provisions of the Contractor's Compliance Statement outlined above:

Vendor/General Contractor Company Name

_____

Vendor Company Authorized Representative:

_____ _____
Name (Print or Type) Signature

Date Signed: _____

_____ _____
Title Business telephone number

List of all subcontractors to be used (if applicable) and contact person (Attach additional page if necessary):
Subcontractor Company Authorized Representative:

_____ _____
Name (Print or Type) Signature

_____ _____
Name of Subcontractor Co. Date Signed

_____ _____
Title Business telephone number

Subcontractor Company Authorized Representative:

_____ _____
Name (Print or Type) Signature

_____ _____
Name of Subcontractor Co. Date Signed

_____ _____
Title Business telephone number

Subcontractor Company Authorized Representative:

_____ _____
Name (Print or Type) Signature

_____ _____
Name of Subcontractor Co. Date Signed

_____ _____
Title Business telephone number

List all additional Subcontractors, contact information accordingly.

APPENDIX B: CERTIFICATE OF INSURANCE REQUIRED

- Please email all certificates of insurance to **CertificatesOfInsurance@ut.edu** and include the type of contract the University has with the Vendor
- A $1m Commercial General Liability Insurance is required for all projects. Confirm with your POC any alterations or adjustments to this value along with any other insurance requirements.
- The University of Tampa, 401 W Kennedy Blvd, Tampa, FL 33606 must be the Certificate Holder with the additional insured endorsement of "***The University of Tampa and its employees, officers and agents are additional insureds on the above listed insurance policies, excepting the workers' compensation policy***".

APPENDIX C: PERMIT TO WORK

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do not use the return or enter keys. If completing this form by hand, please use BLOCK CAPITALS and black ink.

All sections must be completed, and the certificate singed to confirm that all control measures are in place before commencing work.

1. Description of Work

Location (provide exact details)	**Details of plant, equipment or area**	**Asset No.**
Describe the work to be undertaken and the reason for the work		
Between Date:	**Time:** and **Date:**	**Time:**

2. Precautions

Take 5 Risk Assessment Reference:	
Job Hazard Analysis (JHA) Identification:	
A **Risk Assessment must** be carried out for the proposed work stated in Section 1, and the attached detailed written **Job Hazard Analysis (JHA)** has been produced to clearly show the measures taken to eliminate or control the risks based on the risk assessment. The **JHA Ref. No** has been included above and the Permit number noted above written on the JHA to formally link the Permit and JHA in case they become detached.	

3. Permits / Safe Work Practices Required

Permit Type	**Job Applicability (Y/N)**
Zero Energy State Isolation	
Live Electrical Work (50 V – 600 V Only)	
Hot Work	
Working at Height (Scaffolding, Suspended Work Platforms, Roof Work)	
Permit Required Confined Space Entry	
Non-Routine Lifting Operations	
Excavation (Dig Safe)	
Task Specific Safe Work Procedures Required	**Job Applicability (Y/N)**
Working in Laboratories	
Asbestos Operations (Class III / Class IV Only)	
Handling Radioactive Materials & Explosives	
Fire Protection Impairment	
Breaking Containment of Flammables or Hazardous Materials	
Working Near Unguarded Moving Machinery	
Working Near or Over Deep Water	
Overhead Cranes & Personnel Lifts	
High Pressure Systems Testing & Line Breaking	
Hazardous Waste Operations	
Working Near High Voltage	
Any Other High-Risk Operation (see Risk Assessment & JHA)	

4. Authorization (to be completed by Authorized Person)

I have reviewed the risk assessment and supporting JHA submitted for the tasks described in Section 1. I am satisfied that all the necessary precautions are in place to effectively manage the risks, and hereby authorize work to proceed. I will ensure that work is carried out in accordance with the agreed work plan until the remaining parts of this Permit (6 and 7) have been formally completed to complete or cancel the work.			
Company Name:	**Name and Signature:**	**Date :**	**Time :**

5. Acceptance (to be completed by person completing the work)

I confirm all hazards have been identified and the precautions described in the JHA are in place and will be fully and effectively implemented throughout the duration of the work. The Permit will be kept at the worksite along with the JHA and all those involved will be properly instructed on how they should implement these precautions. I will stop the work if anything changes which affects the Permit conditions or supporting arrangements and raise the issue immediately with the Authorized Person to seek clarification before recommencing the work.			
Company Name:	**Name and Signature:**	**Date :**	**Time :**

---

6. Clearance (to be completed by person completing the work. Check only one of the following statements)

☐	**Work is now complete,** and the area made safe and all personnel under my control have been instructed to cease work and not to re-enter the area. **Any associated isolation can now be removed**	☐	**Work is incomplete** but the area has been made safe and all personnel under my control have been instructed to cease work and not to re-enter the area until a further permit has been issued **Isolation must remain in place**
Company Name:	**Name and Signature:**	**Date :**	**Time :**

7. Cancellation (to be completed by Authorized Person. Check only one of the following statements)

☐	**Work is now complete,** and I am satisfied that the activities have ceased, and the work site is safe and therefore cancel this permit. **I will arrange for any corresponding isolation to be removed by completing the certificate detailed in Section 3 above.**	☐	**Work is incomplete** but I am satisfied that the activities have ceased, and the work site is safe and therefore cancel this permit. **However, isolation will remain in place and therefore the certificate specified in Section 3 above will remain valid.**
Company Name:	**Name and Signature:**	**Date :**	**Time :**

APPENDIX D: JOB HAZARD ANALYSIS & TAKE 5 DYNAMIC RISK ASSESSMENT

JOB HAZARD ANALYSIS (J.H.A.) WORKSHEET

INSTRUCTIONS: Complete each section in its entirety. Any questions regarding all topics, definitions, and controls shall be directed to the Regional Safety Manager. ***ALWAYS REMEMBER THE FOLLOWING:***

Empower each person to understand that they have the right and responsibility to stop ***any*** unsafe work activity without consequence!
Ensure that Incident reports are available to everyone to document ***any*** behaviors or conditions relevant to the task at hand.
Report all incidents and injuries to the Sodexo claims reporting Hotline at (888) 872-5676

JHA Identification:	WORK PLAN- Complete the following section in order to understand the work task to be performed and its basic requirements.
DESCRIPTION OF WORK TO BE PERFORMED:	
WORK LOCATION:	
DATE & TIME / DURATION	
SUPERVISOR(S):	
SKILL / LABOR / CERTIFICATIONS REQUIRED:	
TOOLS & EQUIPMENT REQUIREMENTS:	
CHEMICAL OR MSDS REQUIREMENTS:	
TRAINING REQUIREMENTS:	
SODEXO SAFETY PROCEDURE REFERENCE(S) / AVAILABLE:	

PRE-WORK HAZARD ASSESSMENT- Identify each hazard that could cause injury or incident when the task is performed. (*check all that apply*)

HAZARDOUS CHEMICAL EXPOSURE	BIOLOGICAL EXPOSURE	PHYSICAL EXPOSURE	UTILITIES	SITE SECURITY / WORKPLACE VIOLENCE	CONVEYOR BELTS	ENVIRONMENTAL EXPOSURE
FLAMMABLE / COMBUSTIBLE	INSECTS / ANIMALS / PLANTS	NOISE	MACHINERY / GUARDING	HIGH PRESSURE WASHERS	SLIPPERY SURFACES	HAZARDOUS WASTE COLLECTION
CORROSIVE / OXIDIZER / REACTIVE / TOXIC	MOLD / FUNGUS	HEAT / COLD - TEMPERATURE	POWERED INDUSTRIAL VEHICLES	HAND / POWER TOOLS	PERSONNEL TRANSFERS	HAZARDOUS WASTE SHIPMENT / DISPOSAL
INHALATION / EYES & SKIN	VIRAL / BACTERIAL	INCLEMENT WEATHER	MANUAL MATERIAL HANDLING	LOW ILLUMINATION	PROJECTILES / DUST	UNIVERSAL WASTE
PESTICIDES	RADIOLOGICAL EXPOSURE	HOT WORK / WELDING / CUTTING / BURNING	LADDERS / SCAFFOLDING / AERIAL LIFTS	CATCH / PINCH / STRIKE POINTS	ERGONOMIC EXPOUSRE	PHARMACEUTICAL WASTE
ASBESTOS / LEAD / CARCINOGENS	NON – IONIZING RADIATION (UV, SUNLIGHT)	CONFINED SPACES	HIGH TEMP MATERIALS / SURFACES	ELECTRICITY (110 V OR LESS)	REPETITIVE MOTION	SPILLS / DISCHARGES
PAINT	IONIZING RADIATION (GAMMA, X-RAY)	STORED HAZARDOUS ENERGY - LOTO	COMPRESSED GASES / HAZMAT STORGAE	ELECTRICITY (110 V OR MORE)	BODY STRAIN / POSITIONING	OTHER:
OTHER:	OTHER:	FALLS FROM HEIGHTS / SAME LEVEL	TRAFFIC / DRIVING	GFCI REQUIRED	PUSHING / PULLING	OTHER:

REQUIRED SAFETY EQUIPMENT AND CONTROLS- Identify the appropriate measures taken to reduce or eliminate the risk of injury or incident when performing the task. (*check all that apply*)

ENGINEERING CONTROLS		ADMINISTRATIVE CONTROLS		MATERIAL SAFETY DATA SHEETS (MSDS)	PPE		HARD HAT		ELECTRICAL INSULATED FOOTWEAR	CONTINGENCY PLANNING	
	GUARD RAILS		QUALIFIED FOR TASK		HAZARD WARNING SIGNS		FILTERING FACEPEICE RESPIRATOR-DUST MASK		EAR PLUGS		BOOT COVERS		EMERGENCY / EVACUATION PLANS
	MACHINE GUARDS		TRAINED / CERTIFIED FOR TASK		FIRE WATCH		ELASTOMETRIC FACEPEICE		EARMUFFS		CUT-RESISTANT GLOVES		EYEWASH / SHOWER
	SOUND BARRIERS / BAFFLES		WORK PLAN		PROPER TOOLS / EQUIPMENT		FR RATED CLOTHING		SAFETY GLASSES W/SIDE SHIELDS		MATERIAL-HANDLING GLOVES		FIRST AID KIT / AED
	ENCLOSURE / ISOLATION		HOT WORK PERMIT		COMMUNICATIONS		TYVEK OR SRARNEX COVERALLS		CHEMICAL GOGGLES		NITRILE GLOVES		FIRE EXTINGUISHERS
	FIRE EXTINGUISHERS / SYSTEMS		CONFINED SPACE ENTRY PERMIT		PROPER LIFTING TECHNIQUES		CHEMICAL APRON		FACE SHIELD		FOOD HANDLING GLOVES		SPILL CONTAINMENT
	GFCI / EQUIPMENT GROUNDING		LOCKOUT / TAGOUT		TRAINING PROGRAM		WELDING SHIELD / MASK & LEATHERS		STEEL-TOE BOOTS		PERSONAL FALL ARREST SYSTEM		SEVERE WEATHER SHELTER
	ANTI SKID / ERGONOMIC MATTING		EQUIPMENT INSPECTION SHEETS		OTHER:		SUNBLOCK / SUNHAT		SLIP-RESISTANT SHOES		ARC-FLASH PROTECTION KIT		PANDEMIC PLAN

JOB SAFETY ANALYSIS- COMPLETE THIS SECTION IN ORDER TO IDENTIFY EACH ACTIVITY, ITS HAZARDS, CONTROLS AND PERSON ACCOUNTABLE FOR ENSURING SAFE ACTIVITIES.

SEQUENCE OF ACTIVITIES [1]	POTENTIAL HAZARD(S) [2]	RECOMMENDED SAFE PROCEDURE(S) [3]	ACCOUNTABLE PARTY(IES) [4]

[1] Sequence of Activities: Tasks required to complete work
[2] Potential Hazards: Inhalation, eye injury, trauma, foot injury, hand injury, head protection, fire, electrical shock, etc.
[3] Recommended Safe Procedures: Procedures required to complete work safely
[4] Accountable Party(ies): Person(s) responsible for supervising & completing work safely

ACKNOWLEDGEMENT / CONCURRENCE: All personnel engaged in the assigned job activity shall acknowledge that a JHA meeting has been conducted, its objectives and plan clearly stated, and is understood.	
NAME, SIGNATURE AND DATE	NAME, SIGNATURE AND DATE
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Take 5 Dynamic Risk Assessment

Section 1 STOP	Task to be done:	Date:		
	Task location:			
		YES	**NO**	**N/A**
	BEFORE YOU START *(click the appropriate box)*			
	Are you at the correct location for the task?	☐	☐	☐
	Do you know the emergency evacuation procedure for the site?	☐	☐	☐
	Have you done this job before? Have you been trained?	☐	☐	☐
	Have you read the risk assessments associated with this activity?	☐	☐	☐
	Do you have all the right documentation for the task?	☐	☐	☐
	Do you have the correct tools and equipment?	☐	☐	☐
	Has all the equipment been tested and inspected?	☐	☐	☐
	Is there a safe means of access/clear working area?	☐	☐	☐
	Do you have the correct PPE for the task?	☐	☐	☐
	If you have answered no - state the action required in Section 4 & discuss with your line manager			

Section 2 LOOK	**Assessment** - *If you feel a hazard in association with the topics below is present - state yes or no. If yes, then state the action required in Section 4 & discuss with your line manager*			
	Manual handling, (lifting, pushing, carrying etc).	☐	Loading/unloading.	☐
	Tools/equipment/machinery.	☐	Hazardous materials.	☐
	Mobile equipment.	☐	Chemicals/fluids/oils.	☐
	Release of stored energy.	☐	Biological.	☐
	Electricity - high or low voltage.	☐	Dust & fumes.	☐
	Confined spaces.	☐	Asbestos.	☐
	Work at height.	☐	Noise/vibration.	☐
	Hazardous areas. (e.g. above water).	☐	Lighting.	☐
	Excavations/created openings.	☐	Environmental conditions.	☐
	Radiation.	☐	Weather.	☐
	Hot work.	☐	Fire.	☐
	Housekeeping. (before, during & after).	☐	Other (specify)	☐
	Contact with machinery/process.	☐	Other (specify)	☐
	Vehicles.	☐	Other (specify)	☐

Section 3 HARMS/OSS

What could happen to me or others? (*tick the appropriate box*)

Slip same level.	☐	Contact with electricity.	☐
Trip same level.	☐	Ingestion/absorption of hazardous substance.	☐
Fall same level.	☐	PPE: not used, incorrect use, defective.	☐
Slip on stairs/steps.	☐	Repetitive motion.	☐
Trip on stairs/steps.	☐	Hand tool injury.	☐
Fall on stairs/steps.	☐	Hit by / Struck against / Trapped / Crushed.	☐
Fall from height/elevation.	☐	Caught in, between or under.	☐
Manual handling / Lifting / Carrying / Pulling / Pushing.	☐	Exposure to noise.	☐
Vehicle incident / accident.	☐	Exposure to low oxygen.	☐
Inhalation of gasses / fumes / vapors.	☐	Exposure to sun.	☐
Exposure to hot objects / surfaces / temperatures.	☐	Exposure to radiation.	☐
Exposure to cold objects / surfaces / temperatures.	☐	Drowning.	☐
Exposure to fire.	☐	Other (specify).	☐

Section 4 THINK & ACT

Actions

Hazards & Stops *(ticked from Section 1 and 2)*	**Operational Control /Precautions Needed**	**Remaining Risk** *(Extreme, High, Medium, Low)*

Low = Proceed/Take Care **Medium = Controls Needed** **High = Stop & Review Task**
Extreme= STOP. Do not proceed, contact your line manage

Section 5 REVIEW

After the task

	YES	NO	*If you have answered yes to either question state comments and discuss with line manager*
Have any lessons been learned for next time?	☐	☐	
Has the task/work done created any new hazards?	☐	☐	
Has the client been informed of the hazards?	☐	☐	
	☐	☐	

The Hazard will affect (please circle)	The whole site as detailed above ☐	An individual area within the site (state) ☐	An individual item/s of plant (state) ☐
Details of corrective action numbers entered onto Salus by Line Manager			

Employee Name: Sign: Date: ☐

REMEMBER, it is only safe to start work when YOU are satisfied it is safe.

APPENDIX E: UTILITY OUTAGE/LIFE SAFETY IMPAIRMENT REQUEST FORM (PLANNED OUTAGES)

If you are a Contractor or Project Manager and need to shut off a utility or request Fire Impairment in order to perform work, you are required to submit a Utility Shutdown/FIR Request form. This form is routed to key University of Tampa Operations, Facilities D&C and Maintenance (O&M) staff who will attempt to accommodate the requested dates. A new date may be suggested, depending on the needs of the occupants. The appropriate Facilities staff member will contact you to confirm details. In addition to this form, ALL WORK shall have Permit to Work documented (Appendix C).

The Facilities D&C or Maintenance/Operations Project Manager sends out general "Pre-Notification Notice" informing Departments of upcoming planned interruption in services. Pre-Notification Notice includes suggested date, time frame and general locating information. Departments are encouraged to respond if the suggested date and time does not work for them. If the emailed request form is filled out, then a Distribution email will be sent to affected parties. The "Approver" on the Request Form must be an assigned; typical Facilities Approvers are Lisa Brachna, Scott Gossen, Angie Jordan, Jennifer Isenbeck, Steve Kim, Tony Fitch, Jason Foley or Jack Wise.

24-hours' notice required for Fire Impairments (planned), should an emergency Fire Alarm Impairment request be needed, contact an "Approver" by phone and they will phone/email in the request.

7-day notice required for planned utility shutdowns, includes server rooms, Academic and Residence Halls. If it an emergency outage, the Facilities or Maintenance POC will provide all coordination and outage confirmation.

O&M receives utility shutdown form and meets with requesting contractor to confirm scope of work, extent of outage, includes all investigation work to identify departments affected, this is often coordinated through the Facilities Design and Construction POC.

Fire Impairment Requests (FIR) – Facilities Administration staff will arrange calling the monitoring company to remove the building from "Monitoring". Should the System Alarm be taken off-line (Alarm silenced during Trouble or Supervisory alert), the Approver shall only be Facilities GM or Maintenance Manager AND the panel shall have an attendant monitoring should the building be occupied. The FIR Form should be detailed on the area of work being performed. Prior to commencing work (FIR/Utility Outage) Jason Foley or a Maintenance Designee shall isolate fire alarm devices at the panel to keep as much of the building "active" as possible. If the building has limited occupancy or unoccupied, a Fire Watch shall be in place. Fire Watch shall also be provided when system is in "Test" when the building is unoccupied, or contractors are only working in limited areas. Refer to Fire Watch Procedures. The Fire Impairment Request Form shall be submitted to the Facilities POC (Approver) first. Do not assume your request is approved until either signed or acknowledged via email. Faciloffice @ut.edu will send out the official notice to University Departments. Contractors shall not send out these confirmations.

Utility Outage Requests:

Facilities sends out "Official Notice" via Campus Global Message, Signage and Postings will be applied if required (e.g.: Boil Water Notices, No Occupancy – Power Outage).

Facilities and optional subcontractors will meet occupants who have expressed concerns or who may need support, ex. Generator, extension cords, backup power, cooling, etc. Facilities POC and required contractors will perform a Job Hazard Analysis (JHA), document any potential issues and provide supplemental contingency plans as required.

Facilities D&C and/or O&M will determine who shuts down utility. Example: turns off the chilled water supply & return valves and drains the lines, isolate a building transformer.

Facilities returns the utility back to normal operating conditions and confirms functionality throughout the building. Example: fills the chilled waterlines, opens the valves, checks the automation system, returns the building to operations.

If outage exceeds time identified in "Official Notice" contractor must contact the Facilities POC who will send notice to required parties (Campus Safety, UTCIO, and Residence Life) via phone or email to building occupants requesting extension, with expected new duration. If there are potential issues, Action Plans shall be discussed, documented and reviewed by required parties to enact contingencies. Appropriate University approvals will need to take effect (VP Operations, VP Finance and Administration, Provost, VP Student Affairs, CIO, President, etc.).

The Project Manager will coordinate with the appropriate Operations and Maintenance staff, including supporting subcontractors if required (A&A Electrical, Technology, JCI (Simplex Grinnell), etc.) to provide support for request. Any required fees/costs will be reviewed with the Requestor and UT staff.

NOTE: Shutdown dates requested are subject to change pending availability and University Operations.

ACTIVATION OF FALSE ALARM: In efforts to maintain business continuity, any activation of a False Alarm (such as Fire Alarm) will result in a documented Root Cause Analysis review. Respective parties, regardless of fault will be asked to be involved so that expectations are set, and lessons learned can be reviewed.

Fire Impairment / Utility Outage Request

This request is to ensure the safety, operations and continuity of services at the University. All requests must include required information. All requests should be submitted with 7 days advance notice. Shorter durations will be reviewed upon a case by case basis. **Fire Alarm System Impairments shall have at least 24 hour notice.**

Request Details:

Requestor's Name:_____Request Date: _____

Requestor Contact #: _____Requestor Email:_____

Requestor Company/Department:_____

Date requested for outage: _____Contractor POC during outage: _____

Type of Impairment (check all that apply):

____ Fire Alarm System/FS/FW	____ Natural Gas
____ Electric	____ Data/Technology/Cable
____ Potable Water	____ Other (list)
____ Chilled Water	_____

Note all non-University of Tampa utility requests must be through the appropriate agency. The University of Tampa and affected personnel shall be notified of proposed outage requests to the City, TECO/Peoples Gas, Brighthouse, etc. Contractor shall contact Jason Foley or call Facilities 813-253-6227 to confirm that specified fire alarm devices have been taken offline prior to commencing work. Faciloffice@ut.edu will contact the Monitoring Service to remove monitoring (must have 24-hrs. notice). For ongoing projects, FIR must be updated every 30 days. Occupied buildings shall have fire alarm services returned back to service every day when contractors are not working.

Building(s) Affected:

_____

_____

All Floors (?): _____List Floors if limited:_____

Reason for requested outage (construction, repair, etc.):_____

_____

Duration (be specific; list day, hours, and approx. time frame): _____

Is Fire Watch required?: _____If yes, is Fire Watch to be provided by Contractor or University of Tampa? _____

Has accommodations been made for interim life safety measures? If so, please describe: _____

_____

UT Facilities Manager who approved request: _____
(This must be a Design & Construction Manager, Facilities Operations Manager or Supervisor - Maintenance, Grounds, Energy or designated individual).

For University approver: All utility outages shall be coordinated with appropriate departments for permission and coordination. All power outages shall include Information Technology and Security (utcio@ut.edu) and Campus Safety. Global communication shall be submitted to alert campus community when appropriate in a timely manner.

APPENDIX F: CHEMICAL INCIDENT REPORTING FORM

Please complete all information as applicable to the incident

Name of Injured Employee/Student/Visitor:	Social Security Number or Student/Employee ID:	Date of Birth:
Home Address:		Date & Time of Accident:
Location of Incident (please be specific):		
Nature of Injury	Describe Affected Body Parts:	Phase of Workday at time of injury
☐ First Aid:		☐ During Break
☐ Sent to Student Health Center		☐ Performing Work Duties
☐ Outside Emergency Care		☐ Working Overtime
☐ Fatality		☐ Entering or Leaving Work
		☐ Other
Department:	Manager:	Job Title:
Course Name:	Instructor:	
Treating First Responder:	Treating Physician	Treating Emergency Facility

Names of Witnesses:
To Be Completed by Employee/Student/Visitor
Personal Account of How Incident Occurred:

Signature	Telephone:	Date

Witness Account of Incident

Witness Signature	Date

Manager/Instructor Account of Incident

Manager/Instructor Signature		Date
Supervisor at Time of Accident:	☐ Directly Supervised	☐ Indirectly Supervised
	☐ Not Supervised	☐ Supervision Not Feasible
Corrective Actions		
CASUAL FACTORS, EVENTS & CONDITIONS THAT CONTRIBUTED TO THE ACCIDENT:		
Corrective Actions: Those that have been or will be taken to prevent recurrence:		
Date Due:		
Environmental Health & Safety Department		
Approved by:	Title:	Date
		Case Number:

Golf Cart and Low Speed Vehicle Safety Rules – UT Contractors/Vendors

- Low Speed Vehicle is defined as:
  - Low-speed vehicles may be operated within Campus limits where the posted speed limit is 35 miles per hour or less, as permitted by and under the conditions established in F.S. Section 316.2122. Pursuant to F.S. Section 316.2122(1), this does not prohibit a low-speed vehicle from crossing a road or street at an intersection where the road or street has a posted speed limit more than 35 miles per hour. When not on campus AND on City of Tampa/FDOT roads, these vehicles shall obey all rules incorporated for Low Speed Vehicles by the City of Tampa.
  - According to the requirements set forth in F.S. Section 316.2122, a low-speed vehicle must be equipped with headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rearview mirrors, windshields, seat belts and vehicle identification numbers. A low-speed vehicle must be registered and insured in accordance with F.S. Section 320.02.
- All vehicles shall be **marked with contractor's name or logo**. Contractor is responsible for all hazards, maintenance and with their own personal vehicle. Damage to campus property by a Contractor owned golf cart/LSV will be charged back to the contractor. It will be at the University's discretion on how damages are repaired.
- All Golf carts/LSV shall be registered with Facilities Office. Golf carts not reported to and approved by Facilities contact may be subject to citations from Campus Safety.
- Golf carts/LSV shall be equipped with a functional horn, lights and have required hazard sign (triangle on back).
- Operators of golf carts which are not equipped with turn signals shall use appropriate hand signals.
- Golf carts and low-speed vehicles shall comply with all local and state traffic laws and may be cited for traffic violations in the same manner as other vehicles. Note LSV shall not exceed 20 mph when driving on Campus.
- Enforcement of infractions of this Section shall be as provided in Chapter 316, Florida Statues, as may be amended. At its option the City or Campus Safety may also issue notices of violation and process those violations through its code enforcement procedures.
- All accidents involving golf carts shall be reported to Campus Safety immediately. Then call Facilities at 253-6227.
- Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding carts to Facilities or University Staff member in which the golf cart was loaned.
- Golf carts/LSV shall be operated in accordance with the following specific rules:
  - Golf carts/LSV do not have right of way. Always give way to cars and pedestrians.
  - Golf carts shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.
  - Golf carts should travel on campus streets when possible; avoid sidewalks and grass areas if possible. Care shall be taken to park LSV so as not to cause a nuisance to pedestrian or bicycles. Shall not be parked so as to cause damage to grounds.
  - Operators shall stop golf carts/LSV at all blind intersections and corners and look both ways before proceeding, sound horn if necessary. Carts/LSV shall stop at ALL stop signs.
  - Golf carts/LSV shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in any area. Be aware of potential for ADA clearances or required traffic patterns.

- Golf carts/LSV shall not enter into pedestrian only areas, such as DALY plaza and the Chapel area, which have ornamental pavers. Golf carts/LSV shall not be taken on the track or athletic fields unless SPECIFICALLY requested by athletic coaches or appointed staff.
- Operators shall not stop (bring golf cart to rest for any period of time) in the middle of roads and walkways.
- Special care shall be taken while driving golf carts/LSV through parking lots and on walkways. Golf carts shall not be operated at speeds in excess of 12.5 miles per hour in these areas. LSV shall not be operated at speeds in excess of 20 miles per hour.
- Approved parking locations for golf carts/LSV shall be approved by the Maintenance Manager, Angela Jordan. If a power supply is required, then a monthly fee may be applied for infrastructure and consumption.

_____ _____

Signature Date

_____

Company

Golf Cart / Low Speed Vehicle Registration
for use on The University of Tampa Campus Only

This registration is to ensure the safety of faculty, students, staff and guests at the University. Failure to comply by University Golf Cart/LSV rules will result in restriction of vehicle use and may affect selection of services to be provided. ***ALL GOLF CARTS AND LOW SPEED VEHICLES UTILIZED BY FACILITIES CONTRACTED VENDORS SHALL BE REGISTERED AT TB 200.***

Enforcement of infractions on Campus and off campus property shall be as provided in Chapter 316, Florida Statues, and its current amendments. At its option the City or Campus Safety may also issue notices of violation and process those violations through its code enforcement procedures. The contractor is solely responsible for their vehicle. Damage to campus property caused by vehicle will be assessed and charged accordingly.

Registration Details:

Registrant's Name: _____ *Request Date:*_____

Registrant Contact #: _____ *Registrant Email:* _____

*Company:*_____

Type of Vehicle: _____ *Color:* _____

Model/Serial # (if available): _____

Duration (time vehicle will be on campus): _____

Registration can be obtained for ONE YEAR max.

Return this form to Theresa Pietro, Facilities TB 200

Decal Assigned: _____

APPENDIX H: AUTOMATED CLEARING HOUSE FORM

ACH ENROLLMENT/CHANGE AUTHORIZATION FORM

In order to allow sufficient time for processing your first payment, complete this form and fax it immediately to 813-258-7211 or mail it to The University of Tampa - Attn: Pur. Box 25F 401 W. Kennedy Blvd Tampa, FL33606.

COMPANY hereby authorizes The University of Tampa ("UT") to initiate ACH credit entries to the listed account at the Depository named below. COMPANY shall comply with and be bound by the rules, as in effect from time to time (the "Rules") of the National Automated Clearing House Association ("NACHA"). This authorization is to remain in effect until 30 days after UT has received written notification of a change or termination sent via United States certified mail, return receipt requested, to The University of Tampa - Attn: Pur. Box 25F, 401 W. Kennedy Blvd Tampa, FL 33606

NAME OF COMPANY: _____

BY: _____

(Authorized signature)

TITLE: _____ **DATE**: ____/____/____

Company:
-Name and address must be exactly as it appears on your W9 Form filed with University of Tampa
-PRINT legibly – your printed writing must be capable of being read to avoid delay in processing

Company Name _____

Address _____

City_____State_____Zip Code_____

Contact Name_____Telephone Number_____

Email address to receive Remittance notice _____

DEPOSITORY FINANCIAL INSTITUTION:

Bank Name_____

Bank Address_____

City_____State_____Zip Code_____

Transit/ABA Routing Number (B)_____

Bank Account Number (C)_____

Name on Bank Account _____

File format (check only one)_____CCD_____CTX

To make sure that COMPANY account is properly credited, attached is a **VOIDED** check or a **BANK LETTER** from the COMPANY's bank noting the ABA and Account Number of the account where COMPANY payments will be deposited. Please attach the required documentation – write the word "**VOID**" on check and tape it over the sample below. This must remain a one-page document for accuracy of processing. (Forms will not be processed without a **VOIDED** check or above mentioned **BANK LETTER** to verify the account number.)

No. 2476

XYZ Company

- Sample Check-

______________20______

1-2/218

808

PAY TO THE
ORDER OF : $

DOLLARS

The ABC Bank, NA
1 Plaza, New York, N.Y. 10020
1-800-555-5555

:_ _
(A) Check # (B) Transit/ABA No. (C) Account No.

APPENDIX I: PRE-POST PROJECT REQUIREMENTS

UNIVERSITY OF TAMPA, FACILITIES MANAGEMENT

PRE-PROJECT REQUIREMENT LIST

This pre-project requirement list is to identify the minimum requirements for all projects occurring at the University of Tampa. All documents shall be required prior to commencement of the project.

	DOCUMENT	REC'D: Y, N, N/A	Completion Date
1	Proposal - to include complete Scope of Work		
2	Contractor Documents: Certificate of Insurance (per project), W-9, and Automated Clearing House (ACH) form when applicable.		
3	Request applicable Purchase Order and/or Project Number		
4	List of Sub-Contractors and Project Managers - to include name, phone number, and e-mail.		
5	Define Schedule of Project		
6	Defined Schedule of Payment: scheduled value of payments, retention of 5% for completion, and ensure PO/PJ # are included.		
7	Executed UT FM Contractor/Vendor Safety Manual		
8	Letter certifying a criminal history check was conducted with applicable reporting.		
9	Completed Permit to Work (if applicable)		
10	Completed FIR/Utility Outage request (if applicable)		
11	M.O.T. documentation: D.O.T., City of Tampa, 811-documents.		
12	811 considerations		
13	Set pre-construction/pre-project meeting		
14	Special Considerations - Grounds, Housekeeping, Maintenance, and/or Set-Ups.		

All documents have been received and saved in the project file: Date: By:

UNIVERSITY OF TAMPA, FACILITIES MANAGEMENT

POST-PROJECT REQUIREMENT LIST

This post-project requirement list is to identify the minimum requirements for all projects occurring at the University of Tampa. All documents shall be required prior to final payment of the project.

	DOCUMENT	REC'D: Y, N, N/A	Completion Date
1	Contractor/Vendor created punch list		
2	Follow up with Facilities for edit/amendments of final punch list		
3	Provide all equipment owner & operator manuals		
4	Provide schedule for specialized transitional training.		
5	Provide requested drawings, to include: as builts, shop drawings, and/or		
6	All NEW SYSTEMS shall require documents to provide updates of the system to update drawings and provide training to current employees.		
7	Provide required color charts, finish charts, floor plans/graphics, control updates and any other information to assist in future maintenance.		
8	Provide all applicable OEM & Cut Sheets related to the project.		
9	Provide final invoice for payment with appropriate PO# or PJ#		
10	General housekeeping of work site: removal of trash, debris, unused		

All documents have been received and saved in the project file: Date: By: