

## Statement of Purpose

At Calvin College, we believe that every employee, student and guest is entitled to a safe and healthful place to work, learn, and live. We are committed to protecting ourselves and the environment, as well as complying with governmental regulations. Because a contractor's work on college premises can potentially affect the safety of Calvin students, staff, faculty, neighbors and property, the college is committed to hiring contractors who take the safety of our community and environment as seriously as we do. We expect that our contractors will train, supervise, and direct their employees to be mindful of the safety of Calvin's students, staff, faculty, neighbors and property when performing work on Calvin's premises. We maintain this policy to remind contractors of specific responsibilities in this regard.

## Disclaimer

*The information provided within this policy is intended to supplement, not replace the contractor's own safety or environmental procedures or requirements. This policy does not address, and is not intended to abrogate or assume responsibility for, the contractor's duty to its employees. Nor does this policy provide an exhaustive outline of laws, ordinances or regulations governing environmental, health and safety (EHS) compliance. Rather, it is provided solely to communicate the availability of hazard information for college properties and to outline Calvin's safety and environmental procedures.*

*Construction, Service and Maintenance Contractors working on Calvin's campus must comply with all federal, state and local laws. This document is a summary of EHS performance expectations. It is not intended to replace or limit the requirements of government regulations or standard industry practice. It is the Contractor's obligation to meet applicable EHS requirements, whether or not they are addressed in this document.*

*Calvin's Contractor Safety Policy does not directly manage the safety of contractors or their personnel. Calvin will communicate known hazards. Contractors are expected to manage EHS hazards, risks and programs for their employees and subcontractors.*

## Contractor Insurance Responsibilities

The Contractor agrees that while performing Services specified in this agreement s/he shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed. Prior to commencing work, Contractor shall provide the Project Manager with a Certificate of Insurance (COI) covering all contracted work and support activities. The COI must be updated on an annual basis. Calvin College reserves the right to disable building access privileges if contractor is delinquent in providing an updated COI in a timely manner.

## Contractor Safety Policy Review & Pre-Authorization Form

Contractors shall evaluate the contents of this document as it pertains to the work to be performed on Calvin properties. Contractors shall ensure that their employees and subcontractors understand these requirements.

In addition, Contractors shall implement a documented disciplinary process for all violations. An authorized contractor representative and a representative of each of its subcontractors must sign and submit the Contractor Pre-Qualification Form prior to commencing work.

## Contractor Safety Orientation

Contractors may be required to attend an orientation session, which covers Calvin Contractor Safety requirements. The orientation, if applicable, will be conducted during project pre-construction job meetings with a Calvin Project Manager and will include a review of Calvin's EHS requirements. As part of this orientation, Contractors may be required to submit the following documents:

1. Mobilization Plan
2. Temporary Utility Plan
3. Schedule
4. Staffing
5. Health and Safety Plan
6. Contractor Emergency Contact Information Sheet

Contractors should use the orientation session as an opportunity to become familiar with Calvin's EHS expectations and safety procedures.

## General Information & Expectations

### Accident, Injury or Illness

After notifying the appropriate emergency agency (e.g., local emergency at 911 and Calvin College Campus Safety at 526-3333), work-related injuries and illnesses must be immediately reported to:

- the Calvin EHS Officer at 734-776-6970 or 616-204-2323
- or the Director of Physical Plant at 740-398-6173.

Contractors shall also promptly report to Calvin any accident or near-miss which results or could have resulted in injury or property damage. Any notice to MIOSHA for a fatality or catastrophe involving contractor employees is the responsibility of the contractor.

### Contractor Check-in

It is mandatory that all contractors check-in with Campus Safety dispatch upon arriving on Calvin's campus to provide services.

## Equipment

### **Contractor-Owned Equipment:**

- Contractors shall ensure that all equipment brought onto college property is in safe working order, all safety features are functioning, and the equipment is maintained in this condition.
- The contractor is responsible for the security of its own equipment.
- Equipment shall be removed from Calvin College property immediately upon completion of the work unless otherwise agreed upon.

### **College-Owned Equipment:**

If a contractor desires to use college equipment (i.e. forklifts and scissors lifts) the contractor must:

- Obtain approval from the Calvin Project Manager
- Complete the "Indemnification and Hold Harmless Agreement". This form can be obtained by contacting one of Calvin's EHS Officers:
  - Jennifer Ambrose at 616.526.6342 or [jambrose@calvin.edu](mailto:jambrose@calvin.edu)
  - Heather Chapman at 616.526.8591 or [hlc5@calvin.edu](mailto:hlc5@calvin.edu)

- Inspect prior to use any equipment that it borrows from Calvin or other contractors
- Provide written documentation to Calvin of all required training necessary to operate equipment as required
- Return all equipment to its home location clean
- Reimburse Calvin College for any damage to its property and/or equipment due to contractor use

### Job Site Expectations

#### Barricades, Fences and Signs

Contractors are responsible for providing the necessary barricade, fences, and signs unless other arrangements are made with Calvin College. Barricades should act as physical barriers, preventing contact by passers-by with the hazards created by construction or maintenance activities. Barriers with suitable gates, where necessary, are to be sturdy and are to be suitable for the type and duration of the construction project. The Calvin Project Manager, EHS officer, Campus Safety director and the contractors involved will determine what type of barrier must be constructed for a particular project. Acceptable barriers will be made of chain link fence or vinyl snow fencing with sturdy posts. Unacceptable barriers include saw horse type barricades, tape, rope or anything that poses a hazard to passers-by.

Barricades and signs should be used wherever necessary for the physical protection of people or property, the following is a list of activities where their use is required by code or regulation:

- Wherever construction debris is dropped without the use of an enclosed chute.
- Areas with temporary wiring operating at more than 600 volts.
- Work areas for electrical equipment with exposed, energized parts.
- The swing radius of the rotating superstructure of cranes or other equipment.
- Wherever equipment is left unattended near a roadway at night.
- Excavations.
- Areas used for the preparation of explosive charges or blasting operations.
- Street openings, such as manholes.
- Construction areas in energized electrical substations.

#### Contractor Signs

Contractor name advertising is allowed only on vehicles and trailers. Additional signage at the work site is only allowed upon prior consent by the Calvin College Project Manager.

#### Housekeeping

Contractors must maintain good housekeeping while on Calvin property. Contractors must keep work areas neat, clean, orderly and free of excess trash and debris and never block walkways, stairs, exits, or create a tripping hazard. Contractors must always cover and/or replace guardrails around open holes, trenches, or excavations into which Calvin's students, staff or faculty may fall. Poor housekeeping on a job site may lead to an increased potential for safety hazards and increased incidence of accidents and chemical spills. When a project is completed the job site must be left neat, clean and orderly.

## **Vehicular Requirements**

### **Parking**

Contractors must obtain Contractor Parking Permits from Campus Safety for each vehicle brought to campus. Contractor vehicles must park in spaces designated for construction parking or otherwise approved by the Calvin Project Manager or Campus Safety office. Trailers are to be located in approved areas only. Fines will be imposed by Campus Safety officers for parking violations.

### **Traffic**

When operating mobile equipment on campus, contractors shall obey traffic signs at all times. Pedestrian traffic shall always be afforded consideration. Drive only on roads intended for vehicular traffic unless permission to drive on pedestrian walkways or grass is granted by the Calvin Project Manager or Campus Safety office. For larger construction projects, traffic patterns will be planned by the Calvin Project Manager in coordination with Calvin's Director of Campus Safety.

## **Work & Conduct Standards**

### **Personal Conduct/Language**

The college strives to maintain a courteous and respectful environment for students and employees. Calvin expects all Contractors to act professionally and use good judgment in choice of language while on campus.

### **Rest Rooms and Lunch Facilities**

Contractors may use Calvin restrooms and lunch facilities only if the Calvin Project Manager has designated specific ones for contractor use during a project. On certain larger projects contractors will be required to use portable toilets that are provided and maintained by the contractor.

### **Smoking Policy**

Smoking is prohibited in all campus buildings. Those who choose to smoke must do so outside only in designated smoking areas and dispose of trash appropriately. Any smoking by contractor employees is to be done on their own time. Time spent smoking is not billable time.

### **Substance Abuse**

Alcoholic beverages and controlled substances are strictly prohibited on Calvin College property. Failure to comply with this rule shall result in the immediate and permanent expulsion of all offending personnel. In the event of illegal substances, the local authorities will be contacted.

## **Building Access**

Access to Calvin College campus is a privilege, and receipt of College keys/cards carries implied responsibility and honor. Violation of the terms of this agreement will result in the revocation of access privileges of the key holder and may result in the revocation of privilege to work at Calvin College for the keyholder and his/her firm.

As needed, contractors may be issued a building key or building access ID card from the Campus Safety office. The Contractor Pre-Qualification Form must be received prior to the issuance of keys/ID card. Submission of a signed form indicates an agreement to have funds deducted from the contractor's fees if a key or ID is lost, forcing doors to be re-keyed.

Photo ID cards will be assigned to those who intend to do long-term business with the college or who will be on campus for an extended period of time. Photo IDs will allow access during business hours only,

unless special dispensation is made with Campus Safety in conjunction with the Physical Plant project manager. Photo IDs will be issued once to an individual for continued use

Short-term or rotating contractors will be assigned generic "Calvin College Contractor" badges. These badges do not provide building access beyond what is available to the general public. Badges should be returned at the end of each work day.

The temporary assignment of keys or access cards for those without designated building access must be arranged with the key control officer of the Campus Safety Department and approved by the director of Campus Safety.

Keys and access cards are to be used for the stated Purpose For Use only, and remain the property of the College. Any duplication of College keys is prohibited. The use of keys/access cards for any other reason or space, other than the stated purpose or scope of project, could lead to losing the privilege of checking out keys/access cards and/or prosecution and expenses related to re-keying. All keys/access cards are to be used only by the individual authorized to sign them out. Non-key holders are permitted to access spaces only under the direct supervision of a key holder. An authorized key holder entering or leaving a building or space shall not permit any other individual to enter who would not normally be permitted to enter the building or space during the hours it is locked. An individual entering or leaving a locked building or space shall be responsible for securing the door and may be held responsible for any loss or damage to College property or personal property resulting from failure to do so.

Keys and access cards must be returned when finished with work or by the end of the business day, whichever is first, and may be checked out again the following work day. Keys may be checked out for longer periods of time, only upon approval of a Physical Plant project manager in coordination with the Campus Safety office. Keys and access cards to residence halls must be turned in daily, no exceptions.

Due to the sensitivity of some of the locations that keys can open and the fact that it may cost up to several hundred thousand dollars to re-key such an area if a key is lost or stolen, it is imperative that contractors report lost keys, access cards, or Photo IDs immediately (within 1 business day) to the Campus Safety Department. A key/access card that has been lost or stolen will not be reissued to the individual until the key or card replacement fee has been paid. Payment for services or materials may be withheld, as appropriate, pending return of all keys/cards.

Key Replacement Fee: \$500. Photo ID and Access Card Replacement Fee: \$100.

### **Procedures for Entering Living Quarters and Restrooms**

Entering living quarters on campus should be viewed as entering someone's home to provide service. It is an intrusion of their privacy. Therefore, the following procedures shall be implemented in all routine situations:

- Wear an authorized contractor ID card.
- Knock on the door, call out and wait for an answer. Do this at least twice.
- Call out again while entering the room.
- Do NOT enter a room or apartment if you hear someone inside, but no one answers.
- Notify ALL occupants, i.e. all room and/or suite mates, when entering a room. Ask if anyone else is in the room and/or suite.
- Report any incidents IMMEDIATELY to the Calvin Project Manager.

## Background Check Policy & Procedure

Calvin College is home to thousands of students, and our goal is to provide them with a safe environment to live and to learn. Because of this goal and with Title IX, VAWA and the Clery Act in mind, Calvin College requires employment verification and background history of any individuals working on campus.

Calvin College reserves the right to perform criminal background checks on any service provider with the intent to work on the campus of Calvin College or Calvin Theological Seminary. Calvin College officials will run checks through ICHAT (Michigan State Police: Internet Criminal History Access Tool) and NSOPW (U.S. Department of Justice: National Sex Offender Public Web Site). All contractors (and sub-contractors) working on-site will be requested to sign a waiver allowing the background check. Refusal to sign the waiver may result in the termination of contractor's services.

An authorized representative of either the Campus Safety or Human Resources Department will review any results indicating felonious criminal history or sexual misconduct. A letter of explanation should be submitted to provide context to the charge.

Criminal history involving certain types of offenses may prevent the service provider from immediate access or could require an escort while service is being completed. These offenses include, but are not limited to:

- Sexual offenses (CSC), including (but not limited to) assault, violence or misconduct
- Domestic or dating violence
- Stalking or "peeping tom" offenses
- Gun violence or terroristic threats

If background check results contain an incident involving an offense that may limit immediate access or require an escort by a College employee, Campus Safety will contact the Calvin Project Manager (or requestor of service) to arrange an escort. The on-campus service contact is responsible for escorting the contracted service provider during their time on campus. If the on-campus contact is not available, they may arrange a substitute escort. In the event no suitable escort can be arranged, Campus Safety reserves the right to limit or deny access to the individual and request a different service provider be dispatched to complete the service.

\*\*Any changes in criminal background history, such as a recent criminal offense, for any contractors who had previously been authorized to work on campus must be reported immediately to the Campus Safety office at Calvin College by either the individual or contracted service provider.

## Safer Spaces Policy

Calvin College's Safer Spaces Policy is available for viewing at [calvin.edu/directory/policies/safer-spaces/](http://calvin.edu/directory/policies/safer-spaces/) or in print at the Campus Safety office. Calvin College expects all contractors to comply with the Safer Spaces Policy as well as with any active investigations where a contractor's input is requested. In response to any reported misconduct, the college will take appropriate steps to eliminate the misconduct, prevent its recurrence, and remedy its effects. The college will review and investigate all reports, and provide for fair and impartial evaluation and resolution.

## Summary of Obligations

### Contractors are responsible for:

- Awareness and full compliance with all applicable rules, regulations, laws, and practices applicable to their work and their Subcontractor's Work that are prescribed by any federal, state or local government or agency that governs the safety and health of employees, students, faculty, and the general public as well as protection of the environment. These include, but are not limited to, regulations promulgated by the following federal and state agencies: OSHA, EPA, DOT, DOE, NIH, NRC, MIOSHA, MDEQ, and MDOT.
- Contacting the appropriate Calvin Project Manager prior to beginning work to exchange pertinent safety information and to review applicable EHS guidelines and standard operating procedures (SOPs).
- Informing their employees about any known or potential health & safety hazards or environmental concerns on the job site that could cause injury, illness or environmental damage.
- Ensuring that all appropriate personal protective equipment has been issued to the employee to prevent an unwanted incident. Personal Protective Equipment may include: eye, face, ear, foot, head and fall protection.
- Providing all necessary equipment for their employees to conduct the project work safely. This equipment includes, but is not limited to, ladders, scaffolding, power and hand tools, extension cords and personal protective equipment.
- Informing the Calvin Project Manager of materials and substances with strong odors, or those that are hazardous. These can result in complaints and concerns from students, staff and faculty, so efforts must be made to protect the Calvin community from any possibility of hazardous chemical exposure.
- Providing general awareness training for its employees on how to identify suspect asbestos-containing material (ACM) if found during work activities. The contractor will notify the Calvin College EHS Office (526-6342 or 526-8591) in the event that suspect ACM is discovered and/or may be disturbed during work activities.
- Advising their employees of the correct procedures for waste disposal.
- Notifying Calvin's Environmental Health and Safety Office of all hazardous and "universal" waste that will be generated on site.
- Ensuring that all chemicals are removed at the completion of the project.
- Properly managing its own chemical spills. This includes immediate notification of Calvin Campus Safety at 526-3333, sub-contracting a spill response vendor when necessary, and proper reporting to outside agencies when required.
- Properly labeling, maintaining and storing hazardous and universal waste in accordance with the requirements of the federal EPA.
- Providing Calvin with a current Certificate of Insurance.
- Checking-in with Calvin College Campus Safety immediately upon arrival on campus.
- Enforcing appropriate ID practices:
  - Contractors will be assigned authorized contractor ID cards if performing recurring services or for long-term projects. These should be kept to be reactivated upon return to campus.
  - Short-term or rotating contractors will be assigned generic "Calvin College Contractor" identification badges. These should be returned at the end of each work day.



- Ensuring that any/all subcontractors whom they may employ to perform services on Calvin's campus are aware of all safety obligations.

### **Calvin College Project Managers are responsible for:**

- Obtaining a completed Pre-Qualification Form for the contractor. Send signed copy with Contractor to Campus Safety to obtain their parking pass and/or building access ID.
- Obtaining a Certificate of Insurance from the contractor if one is not currently on file, and ensure that it is filed with EHS or Campus Safety.
- Arranging a pre-project safety meeting (as needed) with the Contractor's Project Supervisor and EHS to discuss all applicable items on the Contractor Safety Orientation Checklist.
- Providing copies of safety data sheets (SDSs) where contractor employees may be exposed. Advise of any special control procedures that are in place.
- Obtaining applicable SDSs from the contractor regarding any hazardous chemicals it may bring to campus during the course of the project. Review these with the EHS Officer if they are unfamiliar.
- Notifying the contractor of the presence of site hazards known to Calvin such as asbestos-containing materials (ACM), underground gas, water or sewer mains, and any need for special public protection, prior to beginning work activities.
- Familiarizing the contractor with pertinent emergency signals, warnings and procedures for evacuation used by Calvin.
- Assuring that any contractor hired to enter a confined space is made aware of Calvin's entry requirements for the particular space, and that the contractor has a confined space entry program that includes provisions for emergency rescue.
- Informing the contractor of Calvin's Lockout Tagout Plan and applicable procedures.
- Notifying service providers of their obligation to check-in each day with Campus Safety, or to contact dispatch directly in cases of situations requiring immediate service.