

1 . Access & Site Security. Contractors to ensure construction site is secured to prevent unauthorized entrance. Work areas must be clearly delineated with appropriate signage.

2 . Air Permits. The Demolition & Construction Notification BWPAQ06 permit should be obtained from [MassDEP](#) prior to commencing activities.

3 . Air Quality During Construction. Impact to occupied areas must be minimized. Contractors must develop a [containment plan](#) to manage odors, dust and exposure to hazardous materials.

4 . Asbestos, Lead & PCBs can be in Building Materials. Check with the project manager if you have any questions on the presence of hazardous materials.

5 . Confined Spaces. Appropriate procedures must be used when accessing confined spaces on campus. See the [College's Confined Space Plan](#). Information on newly created confined spaces must be forwarded to EHS.

6 . Drain Disposal. Disposal of unwanted materials through sanitary sewer or stormwater drains is prohibited.



Emergency
Telephone

7 . Emergency Procedures.

Emergency situations should be immediately reported to [Wellesley College Police](#) at x 5555 and the Project Manager.

DISCLAIMER

Safety and compliance on the job site is the contractor's responsibility. The EHS Office has prepared this guidance document to assist project managers, contractors and sub-contractors in complying with applicable rules, regulations and industry practices at Wellesley College.

This brochure contains basic information on environmental health and safety construction issues. Contractors are advised to verify all information prior to on-site activities and in developing emergency plans.

Contractors should have all related permits, licenses, plans, programs, safety data sheets, etc. applicable to the job readily available.



Environmental Health & Safety Office

Phone 781-283-3882

<https://www.wellesley.edu/facilities/ehs>

Campus Police Emergency Line
781-283-5555

FM&P Service Center
781-283-6767

Rev. 5/2019

WELLESLEY COLLEGE
ENVIRONMENTAL HEALTH AND
SAFETY OFFICE



***EHS GUIDANCE FOR
CONTRACTORS***



Project Managers will provide an orientation covering applicable items in this brochure. Contractors are required to adhere to the items outlined and report any issues or concerns to the PM

8 . Equipment. No college equipment may be used without expressed and written permission. This includes lifts, ladders, air monitors, etc.

9 . Fall Protection. Ensure [OSHA fall protection](#) measures are followed. Ladders must be used appropriately.



10 . Fire/Life Safety. Egress paths must be kept clear and unobstructed. Equipment such as stand-pipes and fire extinguishers must be accessible. Exit signage must remain visible.

11 . Hot Work. Contractors responsible for hot work operations including cutting, brazing, welding, must obtain the necessary permits and follow the college's [hot work guidelines](#).

12 . Housekeeping. Keep areas free and clear of debris. Contractors must clean up on a daily basis; more often if significant dust is created. Use of sticky mats may be required.

13 . Lockout Tagout. Contractor and college to inform each other of LO/TO procedures and follow [OSHA Regulations](#).

14 . Material Storage. Storage of materials must be kept inside contractor work area and properly stored. All hazardous materials brought on site should have [Safety Data Sheets](#) readily available.

15 . Mold Policy. Contractors should familiarize themselves with the College's written [mold plan](#) to ensure building materials are appropriately managed.

16 . Noise. If noise above OSHA action levels occurs that will affect building occupants, controls must be put in place. Project manager must be notified.

17 . OSHA. Applicable Occupational Safety & Health Act Laws must be adhered to at all times. Construction Supervisors should have OSHA's 10-hour course.

18 . Pedestrian Safety. Follow all posted signs on campus. The speed limit on campus is 20 mph; watch for the green crosswalks, pedestrians **always** have the right of way.

19 . Personal Protective Equipment.

Should be available for contractors and visitors. This includes safety glasses and hard hats. Signs for appropriate PPE should be visible.



20 . Pest Control. Appropriate pest control plans must be put in place during construction activities. The College supports Integrated Pest Management.

21 . Recycling. Contractors will take every effort to recycle construction debris as well as items brought on site (i.e. paper, plastic).

22 . Smoking. Smoking is prohibited in all college buildings and within 20 feet of any building. It is also prohibited in areas that may affect indoor air quality such as near air intake vents.

23 . Soil Management. Due to a history of contaminated soils on campus, excavation activities inside certain areas of campus will require EHS approval. Contact project manager for more info.

24 . Detectors & Sprinkler Heads. Alarms and sprinkler systems must remain operable. Changes to the system must be reviewed and approved by Fire Safety personnel.

25 . Stormwater. Site disturbances over one acre may require an EPA permit. Always follow best management practices to protect stormwater, sediment, and soil erosion during construction activities.

26 . Trash Chutes. Chutes with flammable labels should be moved away from the dumpster at the end of the work day or when not in use.

27 . Trenches. May require a [permit](#) by the municipality if over 3 feet.

28 . Vehicles. Do not allow vehicles to idle more than 5 minutes.

29 . Waste Management. Contractors are responsible for proper disposal of all waste materials generated. This includes hazardous waste and universal waste. Only EHS personnel may sign hazardous waste shipment documents.

30 . Water District. Wellesley College has their own drinking water wells. All of campus is protected in either in a Zone I or Zone II water district. Certain activities require approval or may be prohibited. Contact EHS for further information.

Other programs not mentioned in this brochure may apply. Project impacts will be discussed at kickoff and weekly project meetings.