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EAST TENNESSEE STATE  
UNIVERSITY

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## **Contractor Workplace Health and Safety**

## Policy Purpose

This policy specifies the processes and procedures all contractors are required to follow while working at or for East Tennessee State University (ETSU).

## Applicability

This policy applies to all contractors, subcontractors, their employees, any of their subsidiaries, and all Facilities Management employees.

## Responsible Official, Office, and Interpretation

The Associate Vice President for Capital Planning and Facilities Services is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Environmental Health and Safety (EHS). The Chief Operating Officer, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## Defined Terms

*A defined term has a specific meaning within the context of this policy.*

## Policy

1. Responsibilities.
  - 1.1. All contractors and their employees are responsible for adhering to this policy.
  - 1.2. Facilities management directors, supervisors, and employees, while coordinating with any contractor, will ensure that contractors and their employees adhere to this policy.
  - 1.3. Contractors and their employees who fail to comply with this policy may be subject to cancellation of their contract and removal from university property.
  - 1.4. Facilities management personnel who generate requests for purchase orders that involve any digging or excavation must include the Tennessee One Call (811) requirement in their scope of work.
  - 1.5. A [Hot Work Permit Policy](#) must be obtained from Environmental Health and Safety prior to conducting hot work. This permit must be posted at the job site.

- 1.6. All required PPE must be provided by the contractor and enforced by the contractor. All PPE must be [ANSI](#) or [OSHA](#) approved.
- 1.7. ETSU is a tobacco free campus. As such, contractors are only allowed to use tobacco products, including electronic cigarettes, in their company or personal vehicles. Please see the [Smoking and Tobacco Use](#) policy.
- 1.8. Harnesses must be worn and be tied off if there are no parapets or approved fall protection method when working on an elevated platform (four (4) feet for industry; six (6) feet for construction). Fall protection must also be worn in all aerial lifts and possible confined spaces as per [29 CFR 1926, Subpart M](#).
- 1.9. Any contractor working in a radiation lab must receive ancillary radiation Safety training. Please contact the Office of Environmental Health and Safety at 423-439-6028 to schedule.
- 1.10. Excavation safety.
  - 1.10.1. If the project or maintenance activity involves any digging or excavation work, the ETSU coordinator generating the purchase order request must include the following Tennessee One Call (811) language requirement in the scope of work, specifically notifying the contractor of the need to utilize Tennessee One Call:

*“All contractors and Facilities Management employees conducting any digging or excavation work are required by state law to contact Tennessee One Call (811 or 1-800-351-1111) to have the underground utilities marked before any digging/excavation occurs. White lines are to be provided for the One Call surveyor to designate the area to be excavated. Contractors and Facilities Management employees must obtain a Tennessee One Call service locate ticket number. The excavator equipment operator must have the ticket number in his possession during the excavation. Soil within two feet of the One Call utility markings must be dug by hand.”*

- 1.10.2. Once the underground utilities are marked, the contractor must notify their ETSU contact/coordinator that Tennessee One Call has been utilized prior to start of work. Trenching more than 4 feet deep must have a means of egress every 25 feet. All equipment must be kept back at least 2 feet from the trench. The contractor must have a competent person in identifying hazards and determining the appropriate protective requirements (trench box, shoring, Etc.) as per [29 CFR 1926, Subpart P](#).

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- 1.11. All authorized personnel must communicate with Facilities Management personnel when locking out equipment that affects the building's normal day-to-day activities. They must follow all requirements as set forth in ETSU Policy, [Hazardous Energy Control \(Lockout/Tag-Out\)](#).
- 1.12. If the emergency siren sounds on campus, all persons must follow all safety instructions.
- 1.13. Before conducting any work, all contractors must contact their ETSU coordinator, as identified in the purchase order summary sheet.
- 1.14. The contractor will secure at its own expense, all permits, notifications, and consents required by law as necessary to perform the work and will give all notices and pay all fees and otherwise comply with all applicable city, state, and federal laws, ordinances, rules, and regulations.
- 1.15. All contractors must provide identification for their employees, to be worn at all times while on campus. This identification must be readily visible and easy to read, and include the name of their company and the employee's name.

## **2. Vehicles on Campus**

All vehicles used by contractors should be identified with their company name. The name must be readily visible and easy to read. If no vehicle identification is provided, contractors must obtain a temporary Service Vehicle permit from the ETSU Parking Services Office to park on campus. Contractors will obey all campus [Parking and Traffic Regulations](#), including the following:

- 2.1. Contractors are allowed to park in faculty/staff and student parking spaces.
- 2.2. Contractors are not allowed to park in the following areas:
  - 2.2.1. Do not park in a designated fire lane that is marked with red paint.
  - 2.2.2. Do not park in a designated ADA parking space.
  - 2.2.3. Do not park on any sidewalk or portion thereof.
  - 2.2.4. Do not park in any other non-designated area (e.g. grass).
  - 2.2.5. Do not park in any other reserved spaces (denoted by signage).
- 2.3. Exemptions to the above requirements may be obtained from either the Director of Facilities Operations or the Director of Environmental Health & Safety.

**Policy Effective Date:** 12/20/21 • **Policy Revised:** Insert  
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### 3. Damage to ETSU Property or Injuries.

Contractors are responsible for any damages caused to ETSU property, or any personal injuries, during their work while on any campus.

## Procedures

### 1. Check in Log.

Before conducting any work, all contractors working on the main and VA campuses must sign the check-in log ([See Appendix A](#)), which will be maintained at the Facilities Management Administrative Office, located in the Wilbur Bond Building

- 1.1. Contractors performing work at the Innovation Lab, Nave Center, Fossil Museum, Kingsport University Center, Valleybrook Farm, Kingsport Family Physicians, MEAC Clinics, and the Johnson City Community Health Center may call the Facilities Management Receptionist at 423-439-7900, in lieu of completing the check-in log in person, and verbally give the log-in information (name of company, job supervisor, tel. number, location and nature of work to be performed) prior to performing the work.
- 1.2. Contractors performing work for a Tennessee State Building Commission SBC project do not have to sign the check-in log or provide log-in information.

### 2. Safety Information

- 2.1. Emergency Information - In case of emergency, such as fire, injuries, major chemical spill, ruptured gas lines or other utilities, etc., contractors should call the ETSU Dept. of Public Safety (423)-439-4480 or 911 (from a land-line). Emergency evacuation information is posted in all buildings.
- 2.2. To notify their employees/subcontractors of any and all alerts while conducting work on any ETSU campus contractors must text ETSU to 237233 to enroll in the ETSU Emergency Messaging System.
- 2.3. The use of chemicals in any contractor work area requires chemical Safety Data Sheets to be available onsite. Chemicals must be labeled properly. Please contact Public Safety at (423)-439-4480 for assistance with chemical spills. Do not pour hazardous chemicals down any inside or outside drain or storm drain. Do not leave any waste behind, especially paint waste. See [OSHA, 29 CFR 1910.1200, et seq.](#)

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- 2.4. Fire Extinguishers are readily accessible in all ETSU buildings. The travel distance for employees to any fire extinguisher is 75 feet.
- 2.5. Automated External Defibrillators are located in most buildings and signage on the outside of doors identifies the location of these devices.
- 2.6. Any questions regarding safety issues may be referred to the Office of Environmental Health & Safety at 423-439-6028.
- 2.7. **Incidents** – If an accident, injury, regulatory violation, spill, etc. occurs, the involved parties are to report the incident to the Office of Environmental Health and Safety at 423-439-6028. EHS and will complete an incident report if requested to do so.

## **Applicable Forms, Websites, and Contacts**

An example of a [Contractor's Check-In Log](#) is attached as **Appendix A**.

### Environmental Health and Safety Department Contacts

- Mike Grim: Director of Environmental Health & Safety- 423-439-7773 (Office)
- Chris Hurley: Associate Director of Environmental Health & Safety- 423-439-7784 (Office)
- Richard Wyckoff: Environmental Compliance Manager- 423-439-6029 (Office)
- Mark Jee or Janice Lyles: Radiation Safety- 423-439-7743 (Office)
- Michael Knupp: Fire Protection Manager- 423-439-7785 (Office)

## **Authority and Revisions**

**Authority:** T.C.A. § 49-8-203, et. Seq; *Tennessee Occupational Safety and Health Act*, T.C.A. § 50-3- 101 et. Seq; 29 CFR 1926, Subpart M; 29 CFR 1926, Subpart P; 29 CFR 1910.147; OSHA, 29 CFR 1910.1200(g) and Appendix D.

**Previous Policy:** Facilities Management 300.1 Contractor Work Requirements Policy

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations

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of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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