



## CONTRACTOR NOTIFICATION AND SAFETY PLAN

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**NORTHEAST COMMUNITY COLLEGE**  
**Contractor Notification and Safety Plan**

Northeast Community College (Northeast) is committed to the safety and security of students, faculty, staff, and visitors. In order to support that commitment, Northeast has established a comprehensive Contractor Notification and Safety Plan that outlines Northeast's directives relevant to Contractor Notification and Safety use. The Contractor Notification and Safety Plan is an official plan of Northeast and coincides with the College's governing board policies and procedures. The plan supports ongoing training, practical exercises, and management of resources to provide a safe working and learning environment.

  
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Northeast Community College President

14 August 2022  
Date

**NORTHEAST COMMUNITY COLLEGE  
CONTRACTOR NOTIFICATION AND SAFETY PLAN  
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## **1.0 Objectives and Applicability**

Northeast Community College's (Northeast) Contractor Notification and Safety Plan was developed to inform contractors and service providers of safety expectations when performing contracted services on properties owned and leased by Northeast. Contractors should comply with standards and regulations set forth by the Occupational Safety and Health Administration (OSHA), Nebraska Department of Environmental Quality (NDEQ) and other regulatory agencies applicable to the work being performed, to maintain a safe and injury/illness free workplace. Contractors shall always consider the safety and wellbeing of Northeast employees, students, partners, service providers and visitors while performing work for Northeast, as well as the prevention of damage to Northeast property and equipment.

## **2.0 Disclaimer**

The Contractor Notification and Safety Plan provides general information and guidelines for contractors to identify potential safety hazards that may occur because of contracted work conducted on site. This plan should be used in conjunction with the contractor safety plans. Contractors and service providers are responsible for the safety of their employees, while completing work.

## **3.0 Administration**

The authorization and responsibility for enforcement of this plan has been given to the Executive Director of Physical Plant, or designee. Each contractor will submit primary contact information and identify individual(s) who have authoritative control of employees performing work to the Executive Director of Physical Plant or designee prior to commencement of construction activities.

Each contractor is responsible for meeting the requirements of the Contractor Notification and Safety Plan, and for maintaining an effective safety plan for the work being performed. Assigned representatives from the contractor must ensure that all accidents are thoroughly investigated and reported to the Executive Director of Physical Plant or designee immediately following the occurrence.

### **3.1 Contractor Commitment**

This plan will be reviewed with all contractors coming on site to perform job duties prior to work commencing. The Acknowledgement Agreement found in Appendix A is to be signed by all contractor employees who will be performing work for Northeast and submitted to the Executive Director of Physical Plant or designee. A current certificate of liability insurance identifying Northeast Community College as an additional insured and providing the minimum insurance coverage and insurance limits determined by Northeast is also required prior to the commencement of work. A copy of the contractor safety plan and injury incident rates are also to be submitted for review.

## **4.0 Notifications**

### **4.1 Inspection by OSHA or other regulatory agency**

The contractor shall notify the Executive Director of Physical Plant or designee that an OSHA inspector or regulatory inspector is on the jobsite. All personnel shall work with the OSHA inspector and/or regulatory personnel in a cooperative and professional manner.

### **4.2 Inspection by Northeast Community College**

The Executive Director of Physical Plant or designee is authorized to monitor any construction site activities for compliance with this plan and all applicable policies, procedures, and regulations and stop work as necessary. Violations of this plan, regulatory standards, or identification of unsafe conditions will be addressed immediately with the designated contractor representative. It is the expectation that corrective action be taken prior to work resuming.

#### **4.3 In case of serious injury or death**

Upon addressing any injuries, the designated representative from the contractor shall notify the Executive Director of Physical Plant or designee when it is safe. It is the responsibility of the company with whom the injured individual is employed, to comply with all OSHA reporting requirements. Statements from witnesses shall be taken. Any witness statements shall be signed and should include date and time, detailed description of incident, and list parties involved. Photographs of the area where the incident took place and any other pertinent information shall also be submitted to the Executive Director of Physical Plant or designee. The Executive Director of Physical Plant or designee will then assist with the internal investigation as necessary. All documentation will be maintained by the Executive Director of Physical Plant or designee.

#### **4.4 Campus Specific Information**

Northeast does not allow tobacco products, alcoholic beverages or weapons. Violators will be asked to relinquish items or vacate the property. Proper dress shall be maintained at all times. Shirts with proper illumination, company identifying logos or names must be worn at all times. No derogatory or profane statements are allowed.

### **5.0 Project Safety Control**

#### **5.1 Demolition**

Proper planning is essential to ensure demolition or removal of building materials is conducted with no accidents or injuries. It is the responsibility of the contractor or subcontractor to ensure a thorough pre-demolition survey is completed by a competent person and submitted to the Executive Director of Physical Plant or designee prior to demolition commencing. Information will be kept on file at the Physical Plant. All surveys must address materials hidden within structural members (e.g., lead, asbestos, heavy metals, or other materials requiring special handling), utilization of specific chemicals, and unknown strengths or weaknesses of materials that may contribute to an unplanned incident or other hazards created by the demolition methods used.

#### **5.2 Traffic Control**

If traffic must be disrupted or access restricted to areas on campuses, the contractor and/or subcontractor must notify the Executive Director of Physical Plant or designee at least seven days prior to work commencing. Use of appropriate signage, proper illumination and traffic control procedures are to be followed.

#### **5.3 Environmental Protection/Stormwater**

During construction and certain service activities, pollutants can be created that can leave the site and harm the state's waterways. Sediment, oil-based and hazardous materials are the main pollutants of concern. Construction activities that result in release of chemicals must immediately be reported to the Executive Director of Physical Plant or designee or by contacting the Physical Plant directly. Soil disturbances of at least one acre of total land area or is part of a larger common plan of development are subject to the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Construction Activity (General Permit). A copy of the NPDES Construction stormwater permit will be provided to and maintained on file by, the Executive Director of Physical Plant for the duration of the project.



For disturbances of at least one acre, a site-specific stormwater pollution prevention plan (SWPPP) must also be developed and followed. The contractor and/or subcontractor must submit a Construction Stormwater – Notice of Intent (CSW-NOI) with the Nebraska Department of Environmental Quality (NDEQ) and ensure that a copy of such notification is on file with the Executive Director of Physical Plant. The contractor and/or subcontractor must install and maintain best management practices (BMP) that effectively prevent stormwater pollution. Weekly inspections of all implemented BMP must be conducted, documented and copies provided to the Executive Director of Physical Plant or designee.

Construction activities that result in soil disturbances or run-off of less than one acre of total land area must install and maintain BMP that effectively prevent stormwater pollution. The contractor and/or subcontractor must conduct and document weekly site inspections and maintain files on site for review.

All construction equipment is expected to be well maintained as to avoid leakage of fluids on Northeast property. If leaks occur, necessary absorption and containment equipment must be readily available to minimize fluid contact with concrete and soil surfaces. All clean up materials must be handled according to Nebraska Title 132-Integrated Solid Waste Management Standards.

#### **5.4 Dust, Fumes, Odor Control**

Dust, fumes and odor control from construction activities must be managed throughout the project to minimize environmental concern or physical hazards, which may reduce the quality of life for campus occupants during construction activities.

#### **5.5 Site Control/Barricades**

Access to the construction zone/work area must be controlled to prevent unauthorized personnel from entering the area. Measures must be evaluated for effectiveness throughout the construction project.

#### **5.6 Material/Equipment Staging**

Materials and equipment staging must be maintained within the construction zone to minimize potential dangers to students, staff and visitors, as well as damage to property. It is the responsibility of the contractors and/or subcontractor to maintain the security of the equipment and materials as well as ensure safe usage of such items.

#### **5.7 Waste Disposal**

All wastes, including universal or hazardous wastes generated from construction or service activities shall be controlled and properly disposed of or recycled in accordance with state and local regulations. All hazardous waste shall be handled in accordance with Title 128 – Nebraska Hazardous Waste Regulations and reported to the Executive Director of Physical Plant or designee for record-keeping purposes. Any spills of chemical or oils will be immediately remediated to prevent the potential for stormwater pollution. Used oils, not contaminated by or mixed with other materials, must comply with Title 132 – Integrated Solid Waste Management Regulations as applicable to the State of Nebraska.

### **5.8 Emergency Response**

To report a potential dangerous or life-threatening event, first dial 911, then contact campus security. Name, location, telephone number and description of the emergency must be communicated. When working in areas, if an alarm or announcement is visually or audibly evident, evacuation of the area is required, and notification must be made to the Physical Plant.

### **5.9 Fire Protection/Prevention**

Northeast buildings are protected by fire detection and suppression systems. Systems are designed to give the best notification of potential fires at the earliest moment. Any operation that would render this system inoperative or reduce protection is strictly prohibited without prior notification and approval of the Physical Plant. To report a fire, call 911 and campus security.

### **5.10 Hot Work**

Contractors and/or subcontractors performing hot work must adhere to all regulatory requirements. Notification to the Executive Director of Physical Plant or designee will also be made when the hot work is being performed in areas that are occupied and/or pose a fire hazard to existing structures. Appropriate emergency response systems, including fire extinguishers, will be maintained and readily available during all construction or service activities that may pose a fire risk.

### **5.11 Severe Weather**

In the event of severe weather, the contractor and/or subcontractor shall maintain a plan that addresses evacuation of the immediate worksite. Northeast offers areas of refuge in primary buildings with locations noted on emergency maps posted by every main entrance door of each building for easy reference.

### **5.12 Hazardous Communications**

Any recognized hazardous process, operation or product used by contractors must be brought to the attention of the Physical Plant and approved before being allowed on College property. All chemicals to be utilized must have a Safety Data Sheet (SDS) on file at the site location, as well as a copy submitted to the Executive Director of Physical Plant or designee will provide to the contractors and/or subcontractors, copies of SDS of existing chemicals for which the College is aware, that may pose a threat within the prescribed work area. Accidental exposures to any hazardous material must be reported to the Executive Director of Physical Plant or designee as soon as possible.

### **5.13 Food Safety**

The College provides food preparation and serving areas which are maintained in a clean and sanitary fashion and allows all food safety standards. Contractors are expected to maintain sanitary conditions when working within these areas.

**5.14 Utilities/Services**

Any interruptions of normal College routine should be avoided. In the event this is not possible, the Physical Plant must be notified at least seven days prior to work commencing to allow for proper life safety measures and alternative operations. Contractors performing any work requiring locating, securing and/or relocating any nearby utilities (gas, electric, geo-thermal, telecommunications/cabling, fiber optics, telephone, water, sewer or storm sewer systems) must contact the Physical Plant at least 48 hours prior to digging commencement. Contractors are also required to contact The Nebraska Diggers Hotline at 811 as required by law.

**5.15 Emergency Notification**

For other incidents which may require evacuation (active shooter or other threat), the Physical Plant staff will make every attempt to notify the site manager and/or supervisor as quickly as possible.



Appendix A

Acknowledgement Agreement

I have read the information contained within Northeast's Contractor Notification and Safety Plan. I agree to, and fully understand this plan and that any actions against the College that arise as a result of the contract work shall be assigned to the responsible party.

**MANAGER, GENERAL CONTRACTOR OR SUPERVISOR**

Company Name: \_\_\_\_\_

Site Manager/Supervisor: \_\_\_\_\_

Designated Safety Officiant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee Acknowledgement**

Printed Name

Signature

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