

**SECTION 01 3523**  
**OWNER SAFETY REQUIREMENTS**

**PART 1 INTRODUCTION**

**1.01 INTRODUCTION**

- A. The personal safety and health of each contractor, patient, family member, staff, and general public of our Organization is of primary importance. We believe that those individuals are our most important assets and that their safety in and around our facilities is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Leadership and Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees.
- B. To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between corporate management, supervisor and employees, but also between each employee and their fellow workers.
- C. Our concern for safety and health of all human beings is daily, even hourly. We expect every person who conducts the affairs of our organization, no matter what capacity they function in, to accept this concern and its responsibility. Contractors as well as 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, destroyed or ignored.
- D. Cooperation between Construction Manager's and Subcontractor's employees and management in the observance of these guidelines will ensure safe-working conditions, will help result in accident-free performance and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).
- E. Contractors are expected to take the authority to procure the necessary resources to execute the expectations of our organizations safety and health objectives. We will hold our contractor's managers, supervisors and employees accountable for meeting their responsibilities so that essential tasks will be performed.

**1.02 SPECTRUM FACILITIES SAFETY GOAL**

- A. Safety is an essential component of construction work at Spectrum. It is a key contractual responsibility for those managing and performing such work and an important determinant of overall project success. Spectrum believes that effective contractor safety programs enhance projects by assisting contractors to systematically identify and evaluate anticipated hazards and establish controls in advance of actual work. While the obvious purpose of a contractor safety program is to reduce on-the-job injuries and illnesses to the greatest extent possible and to insure compliance with all workplace safety standards, the interactions developed through these programs can also bring collateral benefits in the form of improved quality, communication, documentation, and cost savings.

**1.03 SCOPE OF DOCUMENT**

- A. To establish guidelines and specific instructions for all contractors and staff working at spectrum health, that they will abide by for the protection of patients, employees, the general public and contractors' personnel. These instructions apply to all construction and renovation projects, including data and telecom cabling installation. The contractor remains solely responsible for the safety of all persons and property, and must take whatever steps necessary or appropriate to assure that safety. This document provides contractors with spectrum health specific requirements to incorporate into their safety programs and implement pursuant to their contracts for work to be performed at Spectrum. This document is not designed to address every possible safety or health issue. No specific requirement given herein are intended to limit, replace or supersede application provisions of federal, state, and municipal safety laws.

## **PART 2 SAFETY MANAGEMENT SYSTEMS**

### **2.01 CONTRACTOR PREQUALIFICATION**

- A. Spectrum has established requirements to contractor safety. SH requires an EMR of 1.0 or less and also evaluates other safety performance criteria.
  - 1. Information and prequalification forms can be obtained by submitting a request to SHFacilitiesRFQ@spectrumhealth.org <mailto:SHFacilitiesRFQ@spectrumhealth.org>. The contractor is responsible to prequalify all subcontractors/trade contractors engaged on a project per their own written prequalification process.

### **2.02 CONTRACTOR SAFETY REPRESENTATIVE**

- A. For all projects, a designated project safety representative (PSR) or project safety manager shall be on site at all times while work is being performed as defined by OSHA 1926. The minimum qualifications for the project safety representative or project safety manager are as follows:
- B. Project Safety Representative
  - 1. The designated project safety representative shall have completed an authorized 30 hour OSHA Construction Safety Course (MIOSHA Training Institute Level 1 construction certification is also acceptable) and have current CPR/First Aid Training from a nationally recognized program. Except in instances where the contract calls for a dedicated safety manager (see below), this employee may also function as a superintendent, foreman or crew leader on the Project.
  - 2. The general contractor/construction manager must identify their on-site project safety representative prior to the commencement of any work and provide evidence to Spectrum this employee meets the minimum requirement listed above. No work is to be performed on site when a project safety representative is not present. The general contractor/construction manager shall provide notification to Spectrum of any changes in the designation of a project safety representative .
  - 3. In addition to the general contractor's/construction manager's project safety representative , a project safety representative shall be assigned to each subcontractor/trade contractor crew requiring the supervision of a foreman or crew leader. This project safety representative will typically be an employee of the subcontractor/trade contractor. This employee may also function as the subcontractor/trade contractor's superintendent, foreman, or crew leader on the project.
- C. Project Safety Manager
  - 1. A dedicated, full-time project safety manager may be a contractual requirement on large projects or projects deemed by Spectrum to be particularly high risk. This would be in lieu of a general contractor/construction manager's project safety representative . This person shall not have any other assigned duties. The following are the minimum qualifications and selection criteria for the project safety manager:
    - a. Training Requirements of:
      - 1) -Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or
      - 2) -Have completed an authorized 30 hour OSHA Construction Safety Course (MIOSHA Training Institute Level I construction certification is also acceptable) and possess the additional training, years of experience, and skills necessary to thoroughly understand the health and safety hazards and controls for large construction projects, including the full scope of the specific work;
        - (a) Project Safety Manager candidates must be interviewed by Spectrum's Director of Facility Construction, Construction Project Manager, and/or other member(s) of the project team to confirm experience, training, and comfort with the project's expectations and requirements.
    - b. A detailed job description that outlines the responsibilities and authority for the project safety representative and/or project safety manager shall be made available upon request. The job description should include the following items, as applicable.
      - 1) Enforce compliance with project-specific safety plan

- 2) Project-specific orientation
  - 3) Job hazard analyses (JHA's)
  - 4) Accident investigation
  - 5) Attendance at progress meetings
  - 6) Documented safety inspections
2. Spectrum reserves the right to request that the general contractor/construction manager replace any safety representative at any time during the project.
  3. Invitation to bid will specify if Project Safety Manager is required.

### **2.03 MONTHLY SAFETY REPORTS**

- A. The general contractor/construction manager shall prepare and submit a project-specific monthly safety report to the Spectrum Project Manager with the monthly submission of the Pay Application. The form should be signed by the contractor project director/manager and contractor superintendent. This is in addition to the normal reporting and recordkeeping requirements on the project. The monthly safety report shall report current month data, year-to-date data, and project to-date data for the following items:
  1. Number of cases and rates for OSHA recordable incidents, lost work incidents, near misses and other incidents (including but not limited to first-aid only case, fire, and property damage). Near misses are defined as safety incidents with the potential for serious injury or fatality.
  2. Average daily number of employees and total hours worked by employees.
  3. Project safety activity counts for orientations completed, safety huddles/talks, safety inspections, disciplinary actions, and fire, spill or other emergencies.
  4. Number of OSHA recordable injuries broken into the category of falls, electrical, struck by, or struck against and the number of illnesses. More detail regarding the recordable incidents is also requested in a summary paragraph form.
  5. Number of MIOSHA Citations received on the project broken down by serious, repeat and willful. Near misses are defined as safety incidents with the potential for serious injury or fatality.

### **2.04 COMMUNICATION**

- A. Contractor Orientation
  1. On Spectrum projects, all workers are required to complete the Spectrum Contractor Orientation.
  2. The general contractor/construction manager is required to develop a project-specific safety orientation for all workers, including subcontractors/trade contractors and other individuals performing work at the site. Orientation training shall address all components identified in the project-specific plan. The orientation must be completed prior to allowing workers to start on-site.
- B. Pre-Construction Safety Meeting
  1. Prior to starting work on any Spectrum project, the general contractor/construction manager must lead a pre-construction safety meeting. The meeting shall include the general contractor/construction manager's field supervisory staff that will be primarily responsible for management of workers and crafts, supervisory personnel from major subcontractors/trade contractors, and the Spectrum Construction Project Manager. The primary purpose of this meeting is to introduce the general contractor's/construction manager's supervisory personnel, subcontractors/trade contractors and the Spectrum Project Manager to the general contractor's/construction manager's project-specific safety plan and to have the general contractor/construction manager demonstrate an understanding of the project conditions and safety requirements.
  2. A schedule for regular progress meetings shall be established at this meeting. Since safety is a critical part of this meeting, the project safety representative or project safety manager shall attend these meetings.
- C. Project Safety Communication

1. The general contractor/construction manager is required to implement a policy for ongoing safety communication during the project. It is essential to keep safety in the forefront by communicating the importance of safety on a regular basis. This may be accomplished through regular site safety assessments, the use of daily safety huddles, toolbox meetings, and/or other such initiatives.
- D. Spectrum Daily Check In (DCI)
1. At the request of Spectrum's Facilities representative, the general contractor/construction manager may be required to participate in SH DCI meetings in order to address sensitive populations or areas on the hospital campuses. The DCI meetings are generally led by SH leadership and are attended by clinical staff from various departments throughout the hospital. At such meeting, the general contractor/construction manager may be asked to respond to safety and operational issues that arise on projects and may be expected to (1) provide brief description of their planned work; and (2) provide other information as may be appropriate for the project.

## **2.05 JOB SAFETY BOARD**

- A. The general contractor/construction manager shall post and maintain a job safety board at the project site in a conspicuous location that is accessible to the subcontractors/trade contractors, workers and other personnel arriving at or entering the project site. The general contractor/construction manager shall notify all persons working on the project site of the location of the job safety board. At a minimum, the board shall provide the following information;
1. Basic project information
  2. Spectrum Safety Guidelines
  3. MIOSHA poster
  4. General contractor/Construction Manager names and contact numbers for key personnel and subcontractors/trade contractors
  5. Emergency procedures and contact numbers
  6. Location of project related safety data sheets
  7. Notices for upcoming job and safety meetings
  8. Location of accident report forms
  9. Monthly summary of recordable injuries/illnesses, lost time and total recordable rates, near miss incidents
  10. Location of first aid stations

## **2.06 SPECTRUM CONSTRUCTION SITE BOARD**

- A. If determined by Spectrum's Construction Project Manager that an owners construction site board is required, one will be temporarily installed by the CPM at the project site either by means of fastening to wall surface, temporary door or by hanging on existing door. The sign will be provided by Spectrum. The following information will be provided at these site boards.
1. 100% Hard Hat & Safety Glass Area
  2. Notice of Commencement
  3. Interim Life Safety Measures (ILSM) Daily On-Site Check List
  4. Burn Permit (Issued Daily as required)
  5. SH issued Work Permit (All projects within existing or occupied facilities)
  6. Building Permit Site Card
  7. Infection Control Construction Permit
  8. Emergency Contact List and Negative Air Check Sheet

## **2.07 PROJECT SPECIFIC SAFETY PLAN OVERVIEW**

- A. General contractors/construction managers must develop, communicate, and implement a written project-specific safety plan ("Plan"). The goal of the Plan is to assist general contractors/construction managers in meeting their responsibilities to provide a safe work environment and to aid in developing a program to eliminate accidents, injuries, and property damage.
- B. Although the specific elements of each Plan will vary by the work or services to be provided, project size, complexity, and location, at a minimum, the Plan must adequately address all

requirements (if applicable to the general contractor's/construction manager's work). The Plan must also identify foreseeable project-specific hazards and list the general contractor's/construction manager's mitigation and control of such hazards. Such the Plan is meant to be a living document, general contractors/construction managers are to amend the Plan to address any new hazards that were not addressed in the initial Plan but later identified during the course of performing work at Spectrum. This Plan is required to be followed by all subcontractor/trade contractors as well.

- C. Each plan should be signed by a site safety representative designated by Spectrum to certify that it fully complies with all Spectrum Construction Safety Requirements as referenced in this document. The Safety Plan Certification form should be used and included in the site specific project manual.
- D. The following list of elements of a project-specific safety plan is provided to assist the general contractor/construction manager. The Plan may include only elements that are necessary for the given project and do not need to comply with this particular format.
  - 1. Above Ceiling Permits (**Under Development**)
  - 2. Accountability Plan
  - 3. Asbestos
  - 4. Audits/Inspections
  - 5. Blood Borne Pathogens/Exposures
  - 6. Cell Phone Usage
  - 7. Confined Space Entry
  - 8. Containment Requirements
  - 9. Contractor Work Permits
  - 10. Control of Hazardous Energy Sources
  - 11. Crane Operations
  - 12. Dust Mitigation
  - 13. Electrical - Temporary
  - 14. Emergency Action Plan
  - 15. Emergency Shutoff/Systems Shutdown
  - 16. Equipment Safety
  - 17. Fall Protection
  - 18. Fire Prevention and Protection
  - 19. Fire Protection/Fire Alarm Systems
  - 20. Food and Drink
  - 21. Green Cleaning Policy
  - 22. Hazardous Communication Program (Right to Know) Safety Data Sheets (SDS)
  - 23. Hazardous Material Spill Response
  - 24. Hospital Approved Disinfectants
  - 25. Hot Work
  - 26. Housekeeping
  - 27. ID Badging
  - 28. Illness/Disease
  - 29. Infection Prevention
  - 30. Interim Life Safety Measures (ILSM)
  - 31. Job Hazard Analysis (JHA)
  - 32. Jobsite Inspections
  - 33. Parking
  - 34. Personal Protective Equipment (PPE)
  - 35. Potentially Hazardous Exhaust Systems
  - 36. Recordkeeping and Incident Reporting
  - 37. Refrigerant Recovery, Recycling and Reclamation
  - 38. Reportable Events
  - 39. Rooftop Access
  - 40. Safety Rules

- 41. Substance Abuse
- 42. Tobacco/Smoking
- 43. Tools
- 44. Utility Work
- 45. Visitors

### **PART 3 SPECTRUM HEALTH ADDITIONS FOR PROJECT-SPECIFIC SAFETY PLAN**

#### **3.01 ABOVE CEILING PERMITS (UNDER DEVELOPMENT)**

- A. ~~Contractors working at Spectrum must obtain an above ceiling permit from a facilities representative and the Facilities Department prior to accessing any ceiling in the hospital. If using containment or HEPA filtration for above ceiling work, contractors must ensure that containment units are flush with ceiling.~~

#### **3.02 ACCOUNTABILITY PLAN**

- A. The purpose of the accountability plan is to provide all contractors and its employee's guidelines for enforcement of safety rules, policies, procedures and directives from Spectrum.
- B. Contractors and its employees will be subject to disciplinary action for violations of safety rules. Such action may include any one or more of the following depending on the severity of the violation:
  - 1. Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under Spectrum guidelines. However, nothing in Spectrum's policy or this safety manual will preclude the termination of a contractor and/or their employees for a safety violation. **This is not a progressive disciplinary system and any safety violation may lead to a contractor and/or their employee's termination without prior instruction or warning.**
  - 2. Verbal warning with documentation.
  - 3. Written warning outlining the nature of offense and necessary corrective action with documentation.
  - 4. Disciplinary suspension with documentation.
  - 5. Termination or Banishment from all Spectrum project sites into the future.
- C. Contractors, including management and supervisory personnel, shall be subject to disciplinary action for the following reasons:
  - 1. Repeated safety rule violations by their on-site employees.
  - 2. Failure to provide adequate training prior to job assignment.
  - 3. Failure to report accidents and provide medical attention to their employees injured at work.
  - 4. Failure to control unsafe conditions or work practices reported by on-site employees or by site observations.
  - 5. Failure to adhere to Tobacco/Smoking and Substance Abuse policies.
  - 6. Failure to adhere to other policies and clauses reference in this section.

#### **3.03 ASBESTOS**

- A. Unless clearly prescribed as part of the work scope, the contractor must not disturb any asbestos-containing material, and must coordinate any asbestos work with the Spectrum Project Manager and must follow Spectrum's written Asbestos Handling Policy.
  - 1. When presumed asbestos containing material is found all work must be stopped and the material tested.
  - 2. All presumed asbestos containing material must be labeled. The Spectrum Project Manager shall be contacted to schedule a certified abatement contractor to initiate testing. If testing the material shows that it contains asbestos, a certified abatement company will be hired to remove the asbestos if deemed appropriate.
  - 3. All work must meet State of Michigan asbestos guidelines.
  - 4. No asbestos will be stored on Spectrum property.
  - 5. All records for asbestos activity and abatement must be provided to the Spectrum Plant Operations Manager for the Hospital and retained for life.

6. Floor tiles containing asbestos must not be sanded. Stripping of unwaxed or unfinished floor tiles that contain or are presumed to contain asbestos is prohibited.
7. Limited damage to pipe covering can be repaired by a certified abatement contractor after isolation of the area.

### **3.04 AUDITS/INSPECTIONS**

- A. The general contractor/construction manager shall conduct and document regular safety inspections (minimum of informal daily and formal weekly) of their work areas and those of their subcontractors/trade contractors. Documentation of inspections shall be readily available for review on the project site. The general contractor/construction manager will immediately correct any hazardous or otherwise noncompliant conditions identified and maintain documentation of the corrective action. In addition to the regular inspections indicated above, a documented audit conducted by SH facilities representatives shall be done at least once per month.
  1. Reference MIOSHA Job Safety Checklist ([www.michigan.gov/lara](http://www.michigan.gov/lara)) for documentation standards.

### **3.05 BLOOD BORNE PATHOGENS/EXPOSURES**

- A. Biological hazards or containers that store biohazard items such as needles or sharps must be removed by Spectrum personnel (or designated contracted service) only. If construction personnel find a biohazard container or biohazard material in a construction site, they must contact Spectrum's Project Manager for proper handling and removal. It is expected that contractors will have a low risk of exposure to blood or body fluids during work at Spectrum, but evaluation may be necessary for contractors selected to work in high risk/special care areas. In the unlikely event that a contractor is stuck with a needle or contaminated sharps, immediately contact Infection Control at (616) 391-1407.

### **3.06 CELL PHONE USAGE**

- A. The general contractor/construction manager shall have a cell phone policy with an objective of prohibiting jobsite cell phone usage except as necessary for the performance of work tasks. At a minimum, the policy shall address the following:
  1. Cell phone policy should match Spectrum's Policy.
  2. Cell phone for business use related to the project is acceptable.
  3. Designated "safe zones" for general use of cell phones by workers.
  4. A "No Walking While Talking" policy for work task related cell phone usage.
  5. When a cell phone is part of an operation requiring a Job Hazard Analysis, the use of the cell phone shall be specifically detailed in the analysis. The site cell phone policy shall be prominently posted on the Job Safety Board.

### **3.07 CONFINED SPACE ENTRY**

- A. In the event that it's necessary to enter a confined space that does require a permit, only certified contractors who adhere to confined space standards are allowed to enter the confined space. Contractor must coordinate entry into confined spaces with Spectrum's Project Manager and Spectrum Plant Operations and must follow Spectrum's written policy and CFR 1910.146 (MIOSHA Part 90) on Confined Space Entry. It is the contractor's obligation to ensure that his/her employees are provided with required information and training and that Plant Operations is informed of the permit space entry program used by the contractor prior to entry.
  1. A permit will be filled out by the contractor per CFR1910.146 (MIOSHA par 790) Appendix D-1, and reviewed by the aligned supervisor. This permit will be valid for one day. The permit shall be posted at the entrance to the confined space area throughout the duration of the entry.
  2. The contractor shall isolate all sources of energy in accordance with lockout/tag out procedures and ensure that no hazards are present to employees in the area and also isolate pipelines entering the space by acceptable means.
  3. The contractor shall verify that conditions in the confined space are acceptable for entry and required safety measures applicable to the confined space area (i.e., lockout, etc.) have been met.
  4. The contractor shall ensure safety equipment is available and used as applicable.

5. The contractor shall ensure that conditions are tested to determine if acceptable entry conditions exist prior to entry. Monitoring must be completed during entry to ensure acceptable entry conditions are maintained. Atmospheric conditions shall be tested in accordance with permissible exposure levels.
- 6.

### **3.08 CONTAINMENT REQUIREMENTS**

- A. Contractor must use containments with separate ante rooms for work areas where required. Containments with HEPA filtration must be used in all patient care areas. Negative air must also be used and monitored when indicated. Mobile containment units must extend to existing ceiling and must be properly sealed.

### **3.09 CONTRACTOR WORK PERMITS**

- A. All work performed by contractors must meet Spectrum's indoor air quality standards, OSHA standards and NFPA life safety standards. Contractors are responsible to have a work permit to work anywhere in and around Spectrum Hospital facilities.
  1. All work permits are to be signed out through Plant Operations.
  2. The work permit number shall be recorded on the work permit.
  3. Any items that will be borrowed must be logged on the Contractor Work Notification SharePoint site (i.e. caulking gun, Hilti products, fire extinguisher, etc.).
  4. Contractors must follow all indoor air quality isolation/tenting procedures.
  5. Contractors will be trained on the procedures to fill any wall penetrations and will be Hilti-certified or have filled penetrations inspected by a Hilti-certified contractor. Contractors must report any fire wall penetrations they did not make. Spectrum policy regarding found penetrations missing sealants is "You find it, you fill it". Spectrum utilizes Hilti fire caulk products. No other fire caulk products will be used without prior approval.
  6. Before any contractor will be issued a work permit, they must first attend Contractor Orientation ([contractororientation@spectrumhealth.org](mailto:contractororientation@spectrumhealth.org)).
  7. The contractor will remove all debris daily and keep the work area clean and orderly at all times.
  8. Any person pulling cables, adding piping, etc., will provide a marked up print of where the cabling or piping was installed. All low voltage cabling will be in a cable tray where a cable tray is provided. All piping will have shut-off valves and will be tagged identifying the area served.
  9. Means of egress must be maintained at all times except when the contractor is in the immediate location where the work is being done. All projects shall have an Interim Life Safety Measures (ILSM) completed prior to any work. Any egress impairments will follow the ILSM plan.
  10. If a contractor will be creating dust, they must contact FSS to schedule an impairment of the smoke detection system before work commences.
  11. When finished with work, the contractor must return the permit and blueprints (if any) to Spectrum Plant Operations.
  12. All work access doors must be locked at all times.

### **3.10 CONTROL OF HAZARDOUS ENERGY SOURCES**

- A. Contractors must have a documented lockout/tag out procedure and/or Control of Hazardous Energy Sources procedure on site and must coordinate any lockout/tag out process with Spectrum's Project Manager and FSS and must follow Spectrum's written policy on Control of Hazardous Energy Sources and 29 CFR 1910.147 (MIOSHA Part 85).

### **3.11 CRANE OPERATIONS**

- A. Crane operations must be coordinated with the Spectrum Project Manager. A Crane Safety Checklist must be completed prior to any crane use at Spectrum facilities. Crane safety checklist can be obtained from the Spectrum Project Manager.
- B. The general contractor/construction manager is responsible for identifying anticipated crane use in its plan and reviewing planned work in advance with the Spectrum Project Manager. The general contractor/construction manager shall maintain documentation of equipment inspection



on the project site and make it available upon request. All repairs and adjustments noted on inspections shall be corrected prior to equipment use. This applies to all power-operated equipment used in construction for hoisting, lowering, and/or horizontally moving suspended loads. If the crane or its associated rigging has sustained any damage, the crane and its associated rigging shall be fully re-inspected, and proof of the inspection and its results shall be maintained on the project site.

- C. Daily and pre-shift inspections shall be performed and documented by the crane operator or other properly trained representative designated by the general contractor/construction manager in accordance with the manufacturer's recommendations. All cranes must have load charts in cabs.
- D. All crane operators must possess an approved certification. Operators must be certified for the specific crane they are operating. No employees will be under a suspended load or inside the angle of a hoist line. No employees will stand or work near a cable, chain, or rope under tension unless the nature of the work requires it. Underground utilities at the location shall be identified and considered as well as ground compaction.
- E. Clear communication between the operator of the crane and the signal person shall be maintained at all times during hoisting operations. The method of communication should be detailed in the JHA for the hoisting operation. Only one signal person shall signal a crane at a time.
- F. A properly trained representative appointed by the general contractor/construction manager shall inspect and document all rigging equipment prior to each work shift. Any rigging equipment found to be defective or damaged shall be immediately removed from use and the project site. Chain slings shall not be used for lifting operations unless specifically designed for a unique application and approved by a properly trained inspector or rigging specialist. Tag lines should be used on all hoisted loads to control the load, unless it is determined that the tag lines would pose a greater risk to the safety of the load.
- G. It is important to check the weather conditions in your area several times a day. Establish a wind speed at which elevated work or crane operations are suspended; twenty-five mph is a commonly suggested limit.
- H. A plan addressing the hazards of the operation should be in place for all crane lifts. This should be accomplished through the use of the JHA. In addition to the JHA, a critical lift plan (Crane - Job Safety Analysis Form) will be required when any of the following conditions exist:
  - 1. The lift exceeds 50% of the rated capacity of the crane.
  - 2. The lift is in proximity of a high voltage line.
  - 3. The equipment being hoisted has a long-lead time (+6-8 weeks typically), which would cause business interruption if damage occurred.
  - 4. Two cranes are to be used.
- I. If a lift is to be performed over an occupied building, a registered structural engineer shall review and certify that the building can withstand the impact of the load being dropped on the building due to a crane or rigging failure. If the structural engineer cannot determine if the building can withstand the impact of a dropped load, or if the structural engineer determines that the building cannot withstand the impact of a dropped load, either the building areas that would be affected shall be evacuated during the lift, or the lift shall be scheduled when there will be no personnel in those areas of the building. The decision between evacuating the building or scheduling the lift for off-hours will be made by the Spectrum Project Manager.

### **3.12 DUST MITIGATION**

- A. All possible efforts must be made by contractors to limit the amount of dust created and released at all job sites and in surrounding areas. Dust from construction/demolition/renovation may contain germs, mold spores, microorganisms, and various other items that have the potential to cause life threatening illness in Spectrum's immune compromised patients and therefore must be prevented.
- B. Dust mitigation activities include:

1. Debris removal from site in clean covered bins. Wheels of bins to be wiped as it leaves project site to minimize dust tracking into non-project areas.
2. Removal of debris from site at specified times or specific routes if deemed necessary in the ICRA.
3. Use and regular replacement of adhesive walk off mats at entrances and exits to the job site.
4. Wet mopping and/or HEPA vacuuming immediate area around entrance and exit of job site.
5. Water misting work surfaces to control dust disturbance during work.
6. All penetrations into the job site must be sealed (around piping and windows must be closed).
7. All temporary partitions sealed to prevent dust escape
8. Tools wiped down before removal from the job site.
9. Planning ahead to limit number of entrances and exits from the job site.
10. Negative air pressure maintenance in dust generating job sites.
11. Changing of filter media on Negative Air Machines and return air grilles.
12. Differential pressure must be continuously monitored when negative air pressure must be maintained.
13. Particulate monitoring in dust generating job sites.
14. Removal of dust from clothes before leaving the job site.
15. For excessive dust generation areas, a sign must be posted to warn individuals of potential dust exposure.

### **3.13 ELECTRIC – TEMPORARY**

- A. The general contractor/construction manager can reduce the safety risks associated with the performance of electrical work by developing, implementing, and enforcing an effective safety program that requires electrical work to be performed in accordance with the pertinent provisions of the National Electrical Code (most current version), ANSI and MIOSHA Standards, and all other rules, regulations and includes the following:
  1. With the exception of temporary lighting, all 120 volt, single phase, 15 & 20 amp temporary power circuits shall have ground fault circuit interrupters.
  2. Portable electric lighting used in moist or other hazardous locations such as drums, tanks, vessels, bins, bunkers, must meet rules, regulations and industry standards to qualify as non-explosive. Ordinary shop lighting and portable task lighting should have covers and guards installed.
  3. Extension cords should be heavy-duty 3-wire type, but shall not be flat. Whenever possible, extension cords should be fastened or suspended above the finished floor or work platform in accordance with best practices, industry standards, rules and regulations.
  4. Determine in advance if any energized equipment or electrical circuits in the work area pose a safety risk to those in the area. Electrical shutdowns with the potential to affect adjacent occupants, adjacent buildings must be reviewed and coordinated in advance with the Spectrum Project Manager in order to make appropriate notifications and precautions. Equipment and conductor de-energization shall occur under Lockout/Tag out controls. If Lockout/Tag out cannot be implemented, work practices that conform to NFPA 70E should be followed.
  5. Any electrical tools, equipment, or extension cords found defective (e.g., missing or broken ground pins, exposed internal conductors) shall immediately be rendered inoperative by cutting off the plug end or be immediately removed from the project site.

### **3.14 EMERGENCY ACTION PLAN**

- A. The general contractor/construction manager shall develop reasonable preparations and contingencies for the various potential emergencies that can occur on the project site, including:
  1. Project site accidents and injuries
  2. Smoke and fire conditions
  3. Water damage or leaks
  4. Spills and releases of chemicals or other hazardous materials

5. Structural or equipment failure or collapse
  6. Security threats, including public demonstrations, bomb threats, or the discovery of suspicious materials
  7. Severe weather conditions, including high winds
- B. Since many larger emergencies have potential impacts well beyond their immediate location, it is important for general contractors/construction managers to understand basic emergency response and evacuation procedures, local emergency resources, and follow-up actions. General contractor/construction managers are expected to devote significant efforts to ensuring that adequate preparations have been made for the range of foreseeable emergencies that might occur during their work at Spectrum.
- C. The primary means to summon emergency response is by calling Spectrum Facilities 1-HELP Call Center at (616) 391.4357. Callers should be prepared to give the building/project location. Security Services maintains Spectrum's Material Safety Data Sheet vault.
1. If restoration services are required, Spectrum's preferred vendor is Belfor Property Restoration (1.800.856.3333)
  2. Notify Spectrum Project Manager.
- D. Establish a communication plan in the event of an emergency situation to allow for immediate communication of the incident to the Spectrum Project Manager after Spectrum Security has been notified.
- E. Establish and identify a mustering point for all project staff during an emergency, identify severe weather shelters to be utilized for this project staff. Post all information on Job Site Safety Board.

### **3.15 EMERGENCY SHUTOFF/SYSTEM SHUTDOWN**

- A. Contractor must immediately notify the Project Manager, Foreman and the Plant Operations Site Manager in the event there is a need for a system shutdown or emergency shutoff of utilities (Medical Gases, HVAC, Electrical, Steam, Domestic Water, Fire Protection, Tube System or Fire Alarm outage) requiring less than three (3) days' notice. Contractor must retain phone numbers and pagers of Spectrum's Project Manager and Plant Operations Site Manager for that purpose. Plant Operations Site Manager will act as the coordinator between the contractors and the affected department within Spectrum.

### **3.16 EQUIPMENT SAFETY**

- A. If applicable, the general contractor/construction manager shall have a process in place for:
1. Validating training and certification for workers using construction equipment such as cranes, hoists, aerial lifts, mass climbing devices, scaffolding, mobile equipment, personal protective equipment, and specialty equipment.
  2. Establishing the use of a tagging system for equipment requiring daily inspection (such as scaffolding, or cranes) providing workers verification of equipment inspection and approval or lack thereof.

### **3.17 FALL PROTECTION**

- A. Protection against falls shall be implemented. Fall arresting systems including lifelines, body harnesses, and other like equipment can be used when fall hazards cannot be addressed by employing railings, temporary floors, nets, and other means. The general contractor/construction manager can reduce the safety risks associated with performance of elevated work by developing, implementing, and enforcing an effective fall protection safety program. This program must comply with rules, regulations and industry standards addressing fall protection, and includes establishing a fall protection rule not to exceed six (6) feet for the project and includes roofing operations, scaffolding, and steel erection.
- B. Monitors must be approved by a Spectrum Project Manager in lieu of fall protection.
- C. The following fall protection equipment represents the minimum equipment requirements for all employees when working at heights equal to or greater than 6 feet:
1. A full-body harness meeting the certification requirements of ANSI standard A10.14-1975; body belts are NOT acceptable.

2. Lanyards and vertical life lines must have a minimum breaking strength of 5,000 pounds.
  3. Personal fall arrest systems when stopping a fall must limit the maximum arresting force on the worker to 1,800 pounds when used with a body harness.
- D. Fall protection equipment must be inspected before every use following these standards:
1. Each full-body harness, safety line, and safety strap must be inspected for abrasion and kinks.
  2. All locking "D" rings must be inspected for cracks, wear or any other damage.
  3. All damaged equipment that is found to be damaged must be immediately removed from service and tagged as "defective".
  4. All equipment that has been subjected to in- service loading (i.e. prevented the fall of an employee) must be immediately removed from service, tagged as "defective" and not be used again for employee safeguarding.
  5. Any equipment that has been exposed to chemicals, run over sharp corners, used when frozen, left in freezing temperatures when wet, or exposed to sources of flame must be immediately removed from service and tagged as "defective".
- E. All fall protection equipment must be stored in a location free from chemicals, excessive heat and moisture.
- F. Education and training must be provided and attended by every contractor required to wear and use personal fall protection equipment.
- G. Only contractors that are able to demonstrate an ability to use and select the appropriate personal fall protection equipment will be permitted to perform any work activities that require the use of personal fall protection equipment on a Spectrum site.
- H. Written certification records verifying compliance with training requirements must be maintained by each contractor.

### **3.18 FIRE PREVENTION AND PROTECTION**

- A. The general contractor/construction manager shall address all emergency fire issues in the emergency action plan. The following shall also be addressed in order to prevent a fire situation:
1. Project Site Fire Safety
    - a. All flammable liquids shall be stored in approved containers/cabinets and all storage and labeling shall comply with rules and industry standards.
    - b. Fuel may be stored indoors ONLY if specific project approval by the Spectrum Project Manager has been granted.
    - c. All oily rags and oily cloths shall be taken off site at the end of each shift for proper disposal.
    - d. Temporary membrane construction enclosures and partitions, which are susceptible to burning, shall be protected from fire and shall be made of fire retardant material.
    - e. Smoking is prohibited at **ALL** Spectrum Properties, including Hospitals, Owned, or Leased Ambulatory or Administrative Facilities, including parking lots, sidewalks, and yards. Violations of the Tobacco/Smoking policy are serious offenses, and will result in termination and banishment from Spectrum Sites. See Tobacco/Smoking policy for more detail.

### **3.19 FIRE PROTECTION/FIRE ALARM SYSTEMS**

- A. A water line shall be extended as required by code to supplement the fire extinguishers on site.
- B. A temporary fire department standpipe shall be installed as required by code.
- C. Protect fire alarm detection devices (smoke/heat detectors) and/or fire suppression equipment within the work area. Do not cover any detectors or fire suppression equipment to prevent false alarms. Remove smoke detectors and replace with heat detectors while construction activities are being performed. Replace temporary heat detectors with permanent smoke detectors at the completion of construction.

### **3.20 FOOD AND DRINK**

- A. For protection of the contractors, food and drink shall not be consumed or stored in active construction sites unless there is a designated area to consume food and drink.

### **3.21 GREEN CLEANING POLICY**

- A. Contractors performing cleaning services for Spectrum in occupied or owned facilities must implement some form of green cleaning.
  1. The use of non-approved chemicals is strictly prohibited within the facility.
  2. A preventative approach will be taken to reduce dirt, dust, pollen and other particles from entering the building such as walk off matting, microfiber dusters, mops, rags and staff training.
  3. The responsible disposal of chemicals as indicated by Spectrum management will be practiced.

### **3.22 HAZARD COMMUNICATION PROGRAM (RIGHT TO KNOW) – MATERIAL DATA SHEETS (MDS)**

- A. The general contractor/construction manager is responsible for compiling and maintaining a master file of MDS for all hazardous chemicals and building materials used on Spectrum projects in compliance with Part 602 - Asbestos Standards for Construction and Part 42 – Hazardous Communication and Spectrum’s Hazard Communication Program
- B. Right to Know policy. Such file should be submitted as part of the site specific safety plan. The general contractor/construction manager must also have a book containing all MDS at the project site. In general, each contractor and its employees in a Spectrum facility must be trained on the substance of the laws, the hazardous properties of the chemicals with which they work with and the measures needed to protect themselves and others from these chemicals.

### **3.23 HAZARDOUS MATERIAL SPILL RESPONSE**

- A. In the event of a hazardous material spill, contractors must immediately contact the Spectrum Project Manager and SH Plant Operations to determine the appropriate course of action while maintaining a level of safety for building occupants and personnel responding to spills. Refer to Spectrum Hazardous Material Spill Response Policy (Ref# 3075) for spill procedures.

### **3.24 HOSPITAL APPROVED DISINFECTANTS**

- A. Only disinfectants that are hospital approved can be used. \*Follow manufacturer’s instructions for required contact time for each product. Contact Infection Control at (616) 391-1407 with any questions.

### **3.25 HOT WORK**

- A. Hot work” is defined as a process or procedure that could result in a fire if not properly controlled. Common examples of hot work include welding, burning, cutting, brazing, grinding, and soldering. Hot work equipment may produce high voltages or utilize compressed gases and requires special awareness training to be used safely. The general contractor/construction manager shall control the hazards associated with hot work by developing, implementing, and enforcing an effective safety program that follows rules, regulations and industry standards in accordance with OSHA 29 CFR 1926 Subpart J and follows and uses the Hot Work permit that addresses all requirements
  1. Contractors must obtain "Welding Permit" from Spectrum Plant Operations when required before any work is performed in occupied or existing spaces.
  2. The rules and procedures in the “Welding Permit” must be followed at all times.
  3. Upon completion of the job and proper securing of the area, the permit must be returned immediately to the Spectrum Security Office at the end of each business day.
- B. All planned hot work shall be fully described during the permitting process, which shall be completed by Spectrum Security Services before hot work begins. The general contractor/construction manager shall keep a copy of that permit on the project site at all times. Dedicated fire extinguishers, with a current inspection, must be maintained in the immediate

access area of the hot work area at all times. These must be in addition to the required project site extinguishers.

- C. All compressed gas cylinders must be transported, handled and stored in accordance with OSHA 29 CFR 1926 Subpart J. The contractor must remove Acetylene gas and other flammable gases from the hospital at the end of every business day before leaving the job site.
- D. All compressed gas cylinders must be secured at all times.

### **3.26 TEMPORARY HEAT**

- A. Temporary heating system plans and procedures should be submitted in advance and in writing to the Spectrum Project Manager and Spectrum Plant Operations. The duration of planned use, fuel handling procedures, safety procedures, type of heating system, and other essential or critical aspects of the plans and procedures will be documented. Spectrum Project Manager MUST approve the plan prior to implementation.
- B. Except during actual use, LPG cylinders shall not be stored within a Spectrum building.
- C. All fuel storage tanks must be kept at least 20 feet from any building or property line. All above ground fuel tanks shall be properly secured, grounded and labeled with contents. The tank shall also be placed in some type of containment which is capable of handling the liquid in the tank.
- D. Open fires and warming fires are prohibited on all Spectrum property.
- E. Temporary weather-tight enclosures shall be made of fire retarding materials.

### **3.27 HOUSEKEEPING**

- A. The general contractor/construction manager and all his subcontractors/trade contractors at all times shall keep the premises free from accumulation of waste materials or rubbish caused by their operations, provide a premises clean and free from fire hazards, and maintain neat and orderly work and materials stockpiles throughout the construction period; providing safe and convenient access and movement of workers and materials throughout the building and site and to prevent the spread of debris, dust or other contaminants into the air or surrounding areas at all times.
- B. Construction debris and rubbish as generated by the general contractor/construction manager's activity shall be removed by the general contractor/construction manager from the point of origin daily and not allowed to accumulate. It shall be deposited in a trash container provided by the general contractor/construction manager on the site until hauled away. Scrap materials for reuse in temporary work shall be segregated and properly stored, protected and covered as for new materials. The result of the above shall be the maintenance of a clean project, in keeping with the proximity of a healthcare facility and with a minimum of fire hazards. Spectrum shall have the right to establish a clean-up routine with the full participation of the general contractor/construction manager(s).
- C. Construction debris removed from the upper levels of the site shall be deposited directly into a dumpster via an enclosed chute constructed and provided by the general contractor/construction manager.
- D. If the general contractor/construction manager fails to keep the premises clean and orderly, to the satisfaction of the Spectrum standards, Spectrum may, after 24 hours written notice to the general contractor/construction manager, cause the premises to be cleaned and organized. In such case, the general contractor/construction manager will be charged 100 percent of Spectrum's cost expended in the clean-up.
- E. The general contractor/construction manager and all subcontractors/trade contractors in connection with their work shall cooperate with each other, use reasonable diligence and make every effort to avoid excessive dirt, rubbish and general refuse to minimize the extent of cleaning and removal thereof required hereunder of the general contractor/construction manager.
- F. The general contractor/construction manager shall remove from the premises and site all project signs, tools, scaffolding, surplus materials, temporary work and structures upon

completion of the work, leaving the premises clean and acceptable to the general contractor/construction manager and to Spectrum Plant Operations.

- G. All carts, buggies or containers containing debris shall be covered when leaving the project site or the building. Tires/wheels to be wiped clean upon exit of project site.

### **3.28 ID BADGING**

- A. Contractor employees are required to participate in the Spectrum contractor orientation program, which requires a current TB test prior to obtaining a badge or working on any construction or renovation project.
- B. Contractor must coordinate issuance of badges with Spectrum Security. Contractor employees and subcontractors must wear their own badges at all times. Under no circumstances shall a person wear someone else's badge. Contractor employees must wear and display their badge on outer most clothing at approximately shoulder height at all times. There is a fee to replace lost badges.

### **3.29 ILLNESS/DISEASE**

- A. A contractor will not be allowed to work on Spectrum projects until evaluated by a physician if they have any of the following symptoms:
  - 1. Fever over 100 degrees Fahrenheit
  - 2. Diarrhea or Vomiting
  - 3. Eye Infection
  - 4. Draining wound that cannot be covered
  - 5. Undiagnosed rash
- B. Please see Occupational Health Services Policy for additional information and exclusion criteria.
- C. Special Care Areas include surgical suites and procedural areas, labor and delivery, newborn nursery, neonatal special care units and oncology units.
- D. Additional precautions must be taken in special care areas to prevent illness in high risk populations. This includes but is not limited to:
  - 1. Tools shall be wiped with hospital approved disinfectant before entering special care areas.
  - 2. Donning of hospital approved PPE in isolation rooms/areas and special care areas.
- E. Tools shall be wiped with hospital approved disinfectant or bagged for later disinfection before exiting contact isolation rooms.

### **3.30 INFECTION PREVENTION**

- A. Due to the nature of the high risk patients that receive care at Spectrum, it is important that all efforts are made to prevent the introduction and spread of infectious diseases in the facility.

### **3.31 INTERIM LIFE SAFETY MEASURES (ILSM)**

- A. ILSM's are a series of 14 administrative actions as outlined by The Joint Commission (TJC) Life Safety Standard that are required to be implemented as appropriate to temporarily compensate for hazards posed by construction and renovation activities within the hospital buildings.
- B. ILSM's are required in and adjacent to all construction/renovation areas as assessed by the Fire Marshal and apply to all personnel including Spectrum employees, health care providers, contractors/sub-contractors and consultants.
- C. ILSM's must be implemented as part of the pre-construction planning and infection control and risk assessment (ICRA) process at project startup, continuing until the hazard posed by the construction or renovation activity is removed. Contractors are responsible for monitoring projects for adherence to Life Safety Code requirements and implementation of ILSM's as appropriate.
- D. All ILSM deficiencies shall be corrected immediately. If the deficiency is unable to be corrected, the construction site shall be "Shut Down" until corrections are made.
  - 1. Before the project begins, and when appropriate, the project will create a 1 Hour Rated Fire Separation between the construction area and occupied areas.

2. Additional fire extinguishers are provided to the area where construction or renovation takes place. Fire extinguishers to be provided by Spectrum Plant Operations. They can be signed out for use during the project's duration.
3. When a path of egress is affected, signage identifying alternate routes must be posted.
4. Signage, maps or instructions must be posted at affected sites.
5. If a sprinkler or fire alarm system will be shut down for greater than 4 hours in a 24-hour period, Spectrum Security Services will notify the local fire department, the State Fire Marshal, and the insurance company. Spectrum Security Services will initiate additional patrols in the affected areas.
6. If egress exits are affected, daily rounds through the area by construction personnel must be conducted on 1st shift; 2nd and 3rd shifts must be rounded by Spectrum Security Services. During these rounds, a general review of the area will be made for any hazards or unsafe conditions that may exist.
7. On-going training must occur to aid in identifying Life Safety requirements.

### **3.32 JOB HAZARD ANALYSIS (JHA)**

- A. For Work that is potentially hazardous in nature, such as work from heights, scaffold use, trenching operations, steel erection, electrical, crane operations, the general contractor/construction manager shall review and approve each JHA before permitting the work to begin. The JHA shall be a comprehensive evaluation of the work activity broken down into basic job steps, hazards identified for each step, and also contain hazard control measures for each hazard identified. The general contractor/construction manager shall keep all JHAs in a bound notebook in an easily accessible location for the length of the project. JHA's shall be updated as necessary as the work progresses throughout the project and conditions change. JHA's must be reviewed and documented with applicable employees prior to the start of work at each occurrence and when updates are made.

### **3.33 JOBSITE INSPECTIONS**

- A. Spectrum may contract with a third party safety consultant to conduct regular jobsite safety inspections at least once per month. Spectrum has a pre-construction Risk Assessment (PCRA) policy, which includes an Infection Control Risk Assessment (ICRA) and an Interim Life Safety (ILSM) policy. Spectrum, the general contractor/construction manager or its designated personnel are required to conduct daily and weekly job inspections to comply with those policies.
- B. Documentation of inspections shall be readily available for review on the project site. The general contractor/construction manager will immediately correct any hazardous or otherwise noncompliant conditions identified and maintain documentation of the corrective action.

### **3.34 PARKING**

- A. All contractor and subcontractor employees must park their vehicles in approved designated areas coordinated with Spectrum's Project Manager and Spectrum Security. Contractors must not block public areas while loading and unloading materials and equipment. Spectrum Security Services will issue Spectrum parking violations in order to provide for the maximum availability of parking spaces and to protect against unsafe conditions.
- B. Parking violations may be issued for, but not limited to, the following:
  1. Parking in an unauthorized area
  2. Parking in a "No Parking" zone
  3. Parking in a 10 minute area longer than the allotted time limit
  4. Parking in a loading zone
  5. Parking in a Fire Lane
  6. Parking over the yellow line and occupying two or more spaces
  7. Staff who do not have a Spectrum sticker displayed
  8. Parking in a "Handicapped" space without a permit



### **3.35 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- A. Personal protective equipment (PPE) increases safety for individuals performing potentially hazardous tasks. All construction personnel are required to wear Personal Protective Equipment prescribed by all applicable MIOSHA Standards, regulatory rules, and good safety practices. Spectrum employees who have a direct role in the execution of the project or need access to the project area must wear all required PPE's. PPE's to be provided for their use by contractor. All construction personnel must be protected from hazards in the workplace by using appropriate PPE, including but not limited to:
1. Head protection (hard hats) are required 100% of the time on all designated construction sites and when there are potentials of falling objects, hair entanglement, burning, or electrical hazards. Hard hats are for protection against impact and penetration of falling objects. Hard hats must meet ANSI specifications. Hard Hats must be worn with the brim to the front and the knob to the back at all times.
  2. Safety glasses must be worn 100% of the time on all designated construction sites and face protection when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust. Prescription glasses must have side shields attached.
  3. High visibility clothing must be worn 100% of the time on all designated construction sites.
  4. Protective footwear to protect from falling objects, chemicals, or stepping on sharp objects must be worn 100% of the time. High heels, open toed shoes, athletic or canvas- type shoes shall not be worn.
  5. Protective gloves or clothing, when required, to protect against a hazard.
  6. Harnesses and lanyards for fall protection as required in OSHA Construction Safety Standards.
  7. Hearing protection for protection against the effects of noise exposure in accordance with the applicable OSHA Standard. Also, take appropriate measures to protect hospital occupants from noise pollution.
  8. Respirators in accordance with the applicable OSHA Standard when such equipment is necessary to protect the health of the employee.
  9. Infection Prevention required PPE if in designated isolation areas or special care areas.

### **3.36 POTENTIALLY HAZARDOUS EXHAUST SYSTEMS**

- A. The Spectrum Project Manager will determine if the work involves the interior of a potentially hazardous exhaust system using the same process as described under Rooftop Access in this section. Specific site investigations for most potentially hazardous exhaust systems are not necessary unless unusual circumstances exist. All personnel working on any potentially hazardous exhaust system shall wear personal protective equipment. The general contractor/construction manager shall arrange a site investigation under the following conditions: radioactive materials are used in the affected fume hoods or exhaust system, perchloric acid fume hood systems are involved, unusual circumstances or hazards were identified.

### **3.37 RECORDKEEPING AND INCIDENT REPORTING**

- A. If emergency assistance is summoned to the project site, the general contractor/construction manager is responsible for immediately notifying the Spectrum Project Manager. The same immediate notification is also required for any fire, medical, environmental, and other emergencies. The General Contractor/Construction Manager is responsible for directly notifying any regulatory agencies as required as well as arranging for any necessary follow-up repairs, abatement, or other corrective actions.
- B. In addition to the monthly reporting requirements, additional reporting for recordable incidents, MIOSHA citations, and fire, medical, environmental, and other emergencies is required to be submitted within 24 hours to the Spectrum Project Manager. The Spectrum Incident Form shall be used to document these incidents.

### **3.38 REFRIGERANT RECOVERY, RECYCLING AND RECLAMATION**

- A. Contractors must follow guidelines in accordance with EPA standard 40 CFR 82.161.

1. Refrigeration contractors must be EPA certified to perform maintenance on any appliance or equipment that contains refrigerant. All certification and training documentation must be maintained.
2. Recovered and recycled refrigerant cannot be sold or used in appliances that are not owned by Spectrum.
3. All refrigerant recovery tanks shall be identified by refrigerant type.
4. Disposable refrigerant cylinder (DOT 39's) will not be reused or given away for any purpose.
5. CFC's, HCFC's shall not be knowingly vented or released during the repair, service, maintenance or disposal of appliances or industrial refrigeration equipment.

### **3.39 REPORTABLE EVENTS**

- A. Reportable events such as spills, injuries, and OSHA reportable injuries must be reported to the Spectrum's Project Manager as soon as they occur. All near misses must also be reported to the Spectrum Project Manager as soon as they occur. Failure to follow this policy will result in the immediate dismissal from all Spectrum facilities.

### **3.40 ROOFTOP ACCESS**

- A. Prior to doing work on roofs, steps shall be taken to ensure that personnel are not exposed to chemical, biological or radiological materials. Workers are advised to remain a fixed distance (20 feet) from any Solid Red labeled exhaust. Notify the Spectrum Project Manager to determine if the project site has a potentially hazardous exhaust system. If the project site is listed as having potentially hazardous exhaust, the Spectrum Project Manager shall refer to the Roof Safety Plan, available through Facilities, to determine if the project site is in an area of the roof which will require fume hoods or other potentially hazardous exhaust systems to be shutdown. Work that is not within 20 feet of a Solid Red Labeled exhaust system and does not require workers to pass through a 20 foot radius of one may proceed with proper notification to the Spectrum Project Manager. If work is required within 20 feet of a Solid Red labeled exhaust or if workers must pass through a 20 foot radius of a Solid Red labeled exhaust as shown on the Roof Safety Plan, the Spectrum Project Manager shall notify facilities and schedule a shutdown.

### **3.41 SAFETY RULES**

- A. ALL OF SPECTRUM HEALTH'S SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO BY ANY CONTRACTOR'S EMPLOYEE WILL RESULT IN DISCIPLINARY ACTION AND/OR REMOVING THAT PERSON FROM THE PREMISES.
  1. A good job is a clean job, and a clean job is the start of a safe job. So, keep your working area free from rubbish, dust and debris.
  2. Keep your mind on your work at all times. No horseplay on the job. Injury or removal from the job (or both) can be the result.
  3. Personal safety equipment must be worn as prescribed for each job such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area, gloves when handling materials, and protective footwear is necessary for protection against foot injuries.
  4. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
  5. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately by calling Spectrum Security Services at (616)391-1425.
  6. Watch where you are walking. Don't run.
  7. The use of illegal drugs, alcohol, or being under the influence of the same, on the project shall be cause for permanent removal from all Spectrum facilities.
  8. Workplace violence will not be tolerated; Spectrum has a zero-tolerance policy regarding workplace violence.
  9. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.

10. Coordinate with Spectrum's Project Manager on the use of sanitation facilities. Defacing or damaging these facilities is forbidden.
11. Hand washing sinks are not to be used for construction or renovation purposes.
12. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
13. Never move an injured person unless it is absolutely necessary as further injury may result. Keep the injured person as comfortable as possible and utilize job site first-aid equipment until medical attention or an ambulance arrives.
14. Know your emergency exit routes and follow Spectrum's policies and procedures that apply to emergency response and routine drills.
15. Know where firefighting equipment is located and be trained on how to use it.
16. Lift correctly - with legs, not the back. If the load is too heavy - GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
17. Nobody, but the operator, shall be allowed to ride on equipment unless proper seating is provided.
18. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
19. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
20. Do not enter an area which has been barricaded.
21. Never oil, lubricate, or fuel equipment while it is running or in motion.
22. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
23. All portable ladders in use shall be equipped with safety feet. Step ladders shall not be used as a straight ladder.
24. Use ladders according to related OSHA Standard, general ladder safety and manufactures' instructions.
25. Ladders must extend three feet above landing on roof for proper use.
26. Defective ladders must be properly tagged and removed from the project site.
27. Keep ladder bases free of debris, hoses, wires, materials, etc.
28. Build scaffolds according to manufacturers' recommendations and applicable OSHA Construction Safety Standards.
29. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
30. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
31. Use approved fall protection procedures and comply with related OSHA Standards regarding fall protection.
32. Never throw anything "overboard." Someone passing below may be seriously injured.
33. Open flames are prohibited.
34. Know what emergency procedures have been established for your job site (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.). Call Spectrum Security Services at (616)391-1425 from within the hospital facility to report emergency situations.

### **3.42 SUBSTANCE ABUSE**

- A. Spectrum is a drug and alcohol free workplace whereby its sole purpose is to ensure the safety of patients, employees, the general public and contractors' personnel and to promote productivity. This order applies to contractors, subcontractors and staff working on any Spectrum projects. All contractors, subcontractors and associated staff are prohibited from using, possessing or being under the influence of illegal drugs, inhalants, alcohol, and prescription and over the counter drugs while working on any Spectrum premises. We reserve the right to inspect our premises for these substances. In the event that such substances are found, we furthermore reserve the right to remove any and all individuals from the site and

request full cooperation with any investigation into substance abuse. An investigation may include testing to detect the use of alcohol, drugs or inhalants.

### **3.43 TOBACCO/SMOKING POLICY**

- A. All contractors and their personnel are prohibited from smoking or using tobacco products at all Spectrum facilities and must abide by Spectrum's Tobacco- Free Environment policy. This applies to all Contractor's employees or Contracted employees. Spectrum has a zero tolerance for smoking or tobacco use on/in sites. Contractor's violating this policy will be terminated from the site and permanently banned from future Spectrum projects.

### **3.44 TOOLS**

- A. Tools must not be left unattended. Contractors must make every effort to keep tools and equipment concealed and out of reach of patients, public, or employees.

### **3.45 UTILITY WORK**

- A. Utility shutdown or interruption must be coordinated with the Spectrum's Project Manager and the Facilities Department before any work is scheduled.

### **3.46 VISITORS**

- A. "Visitors" are individuals who do not have a direct role in the execution of the project work. Visitors require pre-approval for entry into the project site, and this entry will be defined as a "tour." Anyone without pre- approval or a direct role in the execution of the project work shall be denied access to the project site.
- B. Tour participants must be limited to those deemed to have a strategic purpose for entering the project site. Tour times will generally be limited to periods of no or low construction activity. Preplanning is required to identify and mitigate site hazards and designated tour areas. The General Contractor/Construction Manager will brief all tour participants on required PPE's. Visitors need to abide by all project-specific requirements and must stay with the designated tour leader.

**END OF SECTION 01 3523**