Welcome to the University of California, Irvine. Some University facilities are unique and the practices listed here are for your safety and the safety of those around you. You will be required to comply with these procedures at all times. Any questions regarding these practices should be directed to your University representative or to the EH&S Department.

**Important Phone Numbers:**
- Emergencies on Campus: 9-1-1
- UC Irvine Police Department: (949) 824-5223
- Utility Trouble Services: (949) 824-5444
- EH&S Main: (949) 824-6200

In the event of a building evacuation, listen for emergency alarms and strobes and immediately evacuate the building using the nearest exit. Proceed to the nearest assembly area and notify your University representative of your status. Do not re-enter the building unless given permission by a University representative.

Any alarm triggered by the Contractor or Sub-Contractor while working on a project site must be immediately reported to your University representative.

**Safety and Fire Safety**

- All Contractors and Sub-Contractors must have and follow an Injury and Illness Prevention Program (IIPP) and Code of Safe Practices.

- All Contractors and Sub-Contractors must have methods on reporting and recording occupational injuries and illnesses. Serious injuries involving loss of limb, fatalities, or hospitalization must be reported to Cal/OSHA, your University representative, and to the EH&S department within eight (8) hours of the accident if not sooner.

- All applicable health and safety training as stated during the Pre-Qualification process must be documented. Documentation of this training should be presented to your University representative.

- Smoking/Vaping is not allowed in any University buildings or in locations that could present a hazard. Smoking is not allowed on any campus areas.

- Working under the influence of alcoholic beverages or illegal drugs is prohibited at UC Irvine.
Access to the facility must be limited to your assigned work area. Access to other parts of the campus must be approved by your University representative.

Report hazardous conditions, including spills or leaks, to your University representative immediately.

Unauthorized visitors are not allowed at any University facility.

Work areas must be kept clean and organized. Dispose of all waste properly. Contact your University representative for additional applicable information.

When applicable, specific Safety programs that are required for University projects are listed below. All safety programs follow California Code of Regulations, Title 8 standards. Where noted, UCI specific procedures are listed for each program.

**Forklifts** – All forklift operators must be trained to operate forklifts at UC Irvine. Documentation of training and competency assessment must be provided upon request. Arrangements must be made for the forklift usage.

**Fall Protection, Ladders, Scaffolding, Railings, Guardrails, Toeboards, Elevated Work Platforms, Erections, Aerial Devices, Elevators, Lifts, Hoists, and Cranes** – A Competent Person must be identified for all involving this topic. University policy also requires that fall prevention including body harness and lanyard be used by operators of scissor lifts.

**Electrical Safety** – Safe electrical work practices must be followed, including safely performing lockout/blockout procedures and wearing the appropriate personal protective equipment for the task:

- Low Voltage Electrical Safety – Cal/OSHA Title 8, Low-Voltage Electrical Safety Orders (Sections 2299 - 2599)
- Lockout/Blockout – Cal/OSHA Title 8, Article 3. Work Procedures (Sections 2320.1 - 2320.9)
- High Voltage Electrical Safety - Cal/OSHA Title 8, High-Voltage Electrical Safety Orders (Sections 2700 - 2974)

**Excavation & Trenching** – A Competent Person must be identified for all excavation and trenching work. A current excavation permit issued by Cal/OSHA is also required. Copies of the Cal/OSHA permits must be posted on site and available for review upon request.

**Machine Guarding** – Users of equipment where machine guarding is installed must not remove or alter the equipment. Title 8 Standards for machine guarding must be followed.

**Welding, Cutting & Heating (Hot Work)** – Hot Work Permits are required for all open burning, welding, brazing and other similar tasks. Work with your University representative to ensure that these permits are issued.

**Fire Watch** – If fire watches are required for hot work activities, the fire watch must remain at least 30 minutes after all work is completed to ensure that there are no remaining sources of ignition.
**Confined Spaces** – Confined Space Entry permits are required when entering confined spaces on campus. The space must be evaluated for potential hazardous conditions and the appropriate personnel must be in place prior to entry. Confined space entry procedures and permits must be available for review by EH&S upon request.

**Motorized Carts** – All Contractors and Sub-contractors must follow UCI’s Motorized Cart Program and drive safely at all times including the following:
- Certain campus roads, such as Bison Ave., portions of California Ave., and any other campus roads posted over 35 miles per hour, are restricted from motorized cart use. (Consult with your University representative to determine where motorized carts are permitted to be used.)
- University policy requires that all operators of motorized carts on campus possess a valid California Driver’s license
- All loads are to be carried within the running lines of the carts
- Carts may carry only as many passengers as there are seats
- Seat belts must be worn if available

**Personal Protective Equipment (PPE)** - The appropriate PPE must be worn in all areas of construction or renovation. Consult your University representative to determine the recommended level of PPE necessary for your work on campus.

EH&S will periodically audit Contractors and Sub-Contractors to ensure that they are meeting the minimum Contractor Safety requirements as outlined in this document.

**Industrial Hygiene**

UC Irvine is responsible for informing contractors and visitors of the hazards that they may potentially encounter while on campus. However, it is each person's responsibility to ensure that their activities are conducted safely and in accordance with all campus, local, state, and federal regulations and guidelines. Such response actions may include, but not be limited to, pre-commencement request for information, development of a site-specific safety plan, and provision of personal protective equipment for staff.

The following information was developed to assist contractors working at UC Irvine in complying with Industrial Hygiene requirements and guidelines:

**Asbestos:** At UC Irvine, asbestos has been found in:
- Fireproofing/Spray-applied insulation
- Pipe/Boiler insulation
- Acoustical ceiling material
- Window caulking
- HVAC components
- Wall siding
- Wallboard/Joint compound
- Roofing material
- Fume hood panels
- Flooring materials and mastic
- Ceiling tiles/panels
- Exterior stucco
- Laboratory bench tops
- Underground pipes/conduits
- Brake pads/clutches
- Electrical sheaths
- Plaster
- Fire doors

Regulations exist for the proper management of asbestos. For information contact the EH&S office for assistance.

**Contractor Chemical Safety** - All chemicals intended for use in projects must have Safety Data Sheets (SDS's) available onsite for inspection. Per the requirements of California Proposition 65, chemicals known to the state of California known to cause cancer or reproductive harm may be found in and around University facilities.

**Laboratory Environment Safety** - The majority of laboratories at UC Irvine are involved with basic research in many different areas of science. All work in laboratories may, under certain circumstances, involve potential hazards from materials or equipment used and stored in them. In general, these materials are controlled and contained, effectively minimizing the hazards associated with them. Nonetheless, all construction, maintenance, and contract work, especially in occupied spaces, should be coordinated with your University representative and EH&S personnel to identify and minimize potential risks in the work area.

**Lead** - Lead can occur in surface coatings such as paint and varnishes that were applied prior to 1993. Before any renovation or remodeling commences, EH&S must sample the coating for lead content. Work performed at child-care facilities must be focused so as to not disturb lead-containing surfaces. Contact the EH&S office for assistance with lead issues.

**Environmental**

Contractors and Sub-Contractors must make every effort to take the necessary precautions in limiting the release of materials that have a negative impact to the University and the surrounding environment. All Contractors and Sub-contractors must identify environmental hazards and regulatory requirements prior to the start of the project.

The following list includes, but is not limited to, construction activities that may adversely impact University facilities and the surrounding environment. Please contact EH&S for assistance on the impact of these activities on the environment.

- Concrete or stucco work
- Landscaping or paving
- Removal of old light ballasts
- Use of hazardous chemicals
- Removal of old caulking
- Installation of new plumbing fixtures
- Excavation, trenching or drilling, or other disturbances to soil
- Demolition activities
- Laboratory renovation including plumbing and vacuum lines (potential mercury contamination)
- Construction in laboratories where chemicals, radioactive materials, or bio-hazardous materials are used
- Installation or modification of diesel or gasoline generators
- Use of high pressure washers when cleaning or for painting preparation
- Installation or removal of underground or above ground storage tanks

**Radiation**

Contractors and Sub-Contractors may use radioactive sources in the course of their work in University facilities. Examples of such equipment include moisture density gauges or other industrial sources. Contractors must abide by the following guidelines if using any radioactive materials during construction:

- Contractors and Sub-Contractors must hold a license in order to use this equipment.
- Ensure that radioactive sources are secured at all times.
- All personnel should be trained and documentation must be provided to your University representative.
- Consumer products, such as smoke detectors and exit signs, may contain radioactive materials. UC Irvine strongly discourages the use of exit signs that contain tritium in University facilities.
- To reduce unnecessary exposure, radioactive waste should be stored in areas separate from work areas.

Please visit [https://ehs.uci.edu/](https://ehs.uci.edu/) to review any policy or program which you may have questions about.
CONTRACTOR AND SUB-CONTRACTOR ACKNOWLEDGEMENT FORM

I, ____________________________________________, an authorized representative of ___________________________________________ (company) certify that I have read the Safety and Environmental Practices for Contractors and understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with the provisions of this program.

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Please submit the completed acknowledgement form to your University representative prior to beginning work at UC Irvine.