

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: FACILITIES

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TITLE: CONSTRUCTION/RENOVATION GUIDELINES FOR CONTRACTORS

PURPOSE:

To outline requirements for safe and professional performance of contract construction personnel.

POLICY:

To ensure that all contractors comply with applicable internal safety policies and practices as well as all State and Federal applicable requirements.

A. Conduct

1. Contractor's personnel will abide by all contract and hospital policies regarding the operation, safety, and security of the hospital patients, visitors and staff.
2. Contractor's normal limit of operations will be confined to the work area as designated on the drawings.
3. If Life Safety in the facility will be affected, refer to "FA09 – Interim Life Safety Measures" policy.
4. Radios, except for two-way communication units, are not allowed on the construction project.
5. Contractor's personnel will not use the hospital's facilities including, but not limited to, bathrooms and the cafeteria seating areas during lunch hours. A designated parking area will be provided.
6. Contractors are not allowed to smoke within the hospital or on hospital grounds, except in the designated smoking area, in accordance with the hospital's AD106 – Smoking Policy.
7. Use of or working under the influence of illegal drugs or drinking of alcoholic beverages on the jobsite is prohibited.

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B. Apparel

1. Contractor's personnel will wear identification badges while working at the site.
2. Proper clothing will be worn as appropriate to the work being performed. Appropriate footwear and shirts must be worn while working onsite. No shorts, tank tops or muscle shirts are permitted.
3. No derogatory statements or logos will be displayed on hard hats or clothing.
4. Hard hats must be worn at all times while working in any area of the construction project.
5. Safety glasses must be worn during demolition and cutting operations.

C Safety

1. All accidents will be reported to the construction/project manager immediately.
2. All contractors are required to have their employees attend weekly safety meetings which will be held by the construction Project Manager. Meeting topic attendance will be documented.
3. All floor openings must be completely covered and barriers installed to prevent personnel from falling into openings.
4. Additional precautions will be taken when core drilling, burning, welding, demolishing and/or related activities which could result in a hazard on a floor below. Personnel will be stationed on the floor below to watch for falling debris, sparks, etc.
5. Hazardous materials will be handled in the following manner.
 - a. All contractors are required to provide the project manager with copies of Material Safety Data Sheets for all hazardous substances being used on the project.
 - b. Unless specifically called for under the contractors scope of work, the contractor will not have responsibility in connection with the detection or presence of asbestos, lead, polychlorinate biphenyl (PCB) or any other toxic or hazardous substance or any substances or materials, the presence of which at the site requires

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special handling or may cause a violation of laws or regulations. Contractors will not be required to perform any work of any kind relating to any such toxic or hazardous substances, unless specifically called for under the contractor's scope of work.

- c. In the event that the contractor encounters on the site material reasonably believed to be toxic or hazardous substances within the meaning of the above paragraph hereof, the contractor shall immediately stop work in the affected area and report the conditions in writing to Hackettstown Regional Medical Center. Work in the affected area will not thereafter be resumed until the contractor is reasonably satisfied that the substance in question is neither toxic nor hazardous or that the toxic or hazardous substance has been removed or effectively rendered harmless.
6. Construction Signage: Appropriate warning and hazard notification signage will be posted by the contractor throughout the duration of construction operations.

D. Housekeeping

1. Work areas will be cleaned on a daily basis. All debris will be removed promptly and the area swept clean. Debris will be placed in a dumpster. Also, spillage around dumpster will be removed. Cardboard boxes and crates of any type will be broken down before being placed in waste containers.
2. Corridors and exits will be kept unobstructed at all times. Temporary exit signs will be mounted where applicable.
3. Excess materials will be removed promptly from work areas. Materials will be neatly stacked. All material storage locations must be approved by the project manager.
4. Materials that are likely to be blown off the building or scattered about will be secured. Materials will be weighted, tied down or removed from the area.
5. Oxygen, acetylene, propane, and similar gases in cylinders must be stored in OSHA approved racks or carts or wired to a wall support bound together to prevent falling over. Caps must be in place when not used.
6. Gasoline, diesel fuel and other flammable liquids cannot be stored in the building. Storage of the liquids outside of the building is allowed in containers that are approved by the project manager.

E. Procedures

1. Handrails that are removed must be replaced with rails meeting OSHA/OSHA standards and approved by the Director of Design and Construction Management.
2. Ladders built on job site must be constructed according to OSHA standards.
3. Scaffolding must be constructed according to OSHA standards with proper handrails, toe boards and mid-rails.
4. All excavation and trenching work will be done strictly in accordance with the current OSHA/OSHA standards.
5. All contractors are required to abide by Infection Control and Construction procedures for working inside buildings.
6. Close all windows at the end of the day.
7. Work carefully around existing utilities.
8. Any valves, switches, etc., on existing systems to be opened or closed will be approved by the Maintenance Manager beforehand. Proper lock-out/tag-out procedures will be followed.
9. Drain lines into buckets or connect to a hose and run to another drain.
10. Core drilling operations: Notify people on the floor below and take precautions to contain water.
11. Fire doors and other doors in general will not be blocked or propped open.
12. Temporary partitions (metal studs/drywall) will be built in accordance with the owner's infection control policy procedures and be fire rated/smoke tight depending on location.
13. All fire and smoke barrier penetrations need to be reported to the Maintenance Manager. The penetrations need to be closed with approved material. All penetrations will be inspected by the Maintenance Department.
14. No shutting off or turning on anything without proper authority. Contractor must contact Maintenance Manager to obtain permission.

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15. No shutting off or turning on anything without proper authority. Contractor must contact Maintenance Manager to obtain permission.

F. Noise control

1. The contractor will execute the work as quietly as practical to void unnecessary disturbances to patients and employees within the project area.
2. Any complaints of unacceptable noise levels will be cause for the use of special precautions and methods of operations by the contractor to reduce noise to acceptable level.

G. Burning, welding and soldering

1. A “cutting and welding” permit must be issued by Maintenance Manager before any burning, welding or soldering takes place.
2. Arc welding will be screened from view of passersby.
3. A fire watch will be maintained for 30 minutes after completion of operation.
4. Hard hats with shield and proper gloves must be worn.
5. A fire extinguisher must be placed in the area where burning, welding or soldering is taking place.