

Memo

To: All interested parties hiring contractors
From: Risk Management Department-Environmental Health & Safety
Date: 7/25/2013
Re: Contractor's Site Safety Plan and Permit issuance

Effective immediately, no permits will be issued by the Risk Management Department-Environmental Health & Safety, prior to receiving and reviewing the contractor's Site Safety Plan. This will go into effect for the reasons and specifications stated below.

A Site Specific Safety Plan is required by any contractor performing work for a Texas State Agency. A template is provided by the Risk Management Department to assist the contractor in writing the plan, which includes the following:

- An overview of the work to be performed, such as the description of work, location, and duration;
- The contractor's information, with the project manager and jobsite safety representative names and phone numbers, and emergency contacts;
- A Job Safety Analysis, which is an account of the work to be performed, potential hazards, and safety measures that will be taken to overcome those hazards;
- A form to record and respond to near misses.

The information required in the Site Safety Plan is needed to ensure that an analysis of potential hazards has been done and that proper safety precautions are taken for those hazards. By issuing a hot work permit, the Risk Management Department is acknowledging that proper precautions will be taken for the potentially hazardous work. Operating safely is for the benefit of contract employees, as well as UHCL faculty, staff, and students.

In the instance there is an accident, UHCL employees would need to know who to contact, and how or where to treat injured contract personnel. Since this should be done in a timely manner, emergency contact information spots are included in the Site Safety Plan to have that information readily available.

In the event of a near miss, the contractor will write the details of the near accident, including where, when, the description of what happened, and what caused it. The cause of the near miss will then be corrected, so that it will not turn into an incident. It is widely recognized that there are many more near misses than accidents, and failure to report a near miss and respond proactively to it will only ignore the problem that will eventually become an accident. Near misses are required to be reported by Texas State Agency contractors, and should be regarded as opportunities to correct a problem.

Most contractors fall under OSHA regulation. Because of this, we expect that they hold the proper operating training and licenses (such as forklift and/or crane operation), are following applicable procedures and permits (such as Lock-out/Tag-Out, and high work), and have

provided and use the appropriate PPE (hard hats, respiratory protection, hearing protection, fall protection, etc.). It is the contractor's duty to provide the PPE and equipment needed for their employees to do the job safely.

This plan does not supersede any requirement under OSHA, or the contractor's responsibility to protect the safety and health of its own employees.

Approval of permits and the Site Safety Plan by the Risk Management Department does not negate the ability to shut down work when a hazard is observed that is negatively affecting or could be detrimental to contractors, UHCL employees, students, or property.

With all Safe Regards,

(signature on file)
Harry Stenvall
Director-Risk Management

(signature on file)
Lisa Coen
Environmental Health & Safety Coordinators

(signature on file)
Celina Gauthier