

Contractor Health and Safety Manual



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Introduction

Cal State Polytechnic University, Pomona (CPP) recognizes that many hazards are inherent in construction and other contract work. Compliance with safety regulations can prevent most serious injuries this serves as notification of campus safety requirements to contractors who perform work at CPP, and any other facilities operated by the University. While on site, contractors are required to follow applicable federal, state, and local safety and health regulations, as well as additional CPP requirements.

The regulatory citations at the end of each section are intended only as a guide or reference for contractors and are not inclusive of all the regulations that might affect those sections. CPP reserves the right to require a contractor to discontinue operation at any time these requirements or regulations are NOT being met.

Emergency Information

Contractors must abide by all alarms and evacuation procedures. Any alarm triggered by the contractor must be reported to the media and a representative must be available to address the incident.

A contractor should dial:

909-869-9070 for emergencies (911 from campus landline)

909-869-3030 for non-emergencies.

Important Contact Information

All emergencies:

909-869-3070 (911 from campus landline)

Blue emergency phones:

Press button and talk

Central Plant (Heating and Ventilation):

909-869-4831

Environmental Health and Safety:

909-869-4697

ehs@cpp.edu

Facilities Customer Service:

909-869-3030

Reporting Injuries

Injuries sustained by employees of a general contractor, or its subcontractor must be immediately reported to your project manager and environmental health and safety (EH&S). Within 48 hours of incident, the contractor shall furnish EH&S with a copy of any incident report that is generated on the campus. Such reports must include a medical description of the injury (if applicable) and action taken to prevent the reoccurrence.



General Requirements

Contractors must maintain all required permits and licenses for the job. Such permits and licenses must be available at the job site for inspection or audit.

Projects involving offending orders, excessive noises, or other irritating environmental agents may require work during off hours.

EH&S has the right to immediately stop the contractor's work activities if it is deemed dangerous to the contractor or university employees.

Contractor Employee Conduct

The contractor shall ensure that their employees and their subcontractors employees conduct themselves in an appropriate manner while on the university campus. Gestures, remarks, cat calls, whistling, or anything of that derogatory nature will not be tolerated.

Emergency Evacuations



Upon notification of fire, fire drill, activation of any fire alarms, or upon notification from university police (UPD), the contractor must stop all work. Evacuate and move 150 feet away from the building to a location predetermined by the contractor. The contractor shall account for all their employees. The contractor personnel shall remain in the area until "ALL CLEAR" is announced by the university police and they are instructed to return to work.

(CCR T19 3.10)

Exit Signs

Tritium gas-containing (radioactive) exit signs are not allowed for use on CPP campus. Contractors must use the electrified exit signs specified as the campus standard. The contractor may not use these radioactive signs on a temporary basis.



Fire Alarms

Fire alarms must remain operational at construction sites involving occupied buildings. If the alarm system must be deactivated for more than four hours, the Contractor must notify the Project Manager.



Approval to shut down a system will be given only with sufficient prior notice where there is a demonstrated need, and the occupants of the building are not exposed to undue risk. A fire watch is required wherever a university fire alarm system is deactivated for more than four hours. The Contractor is responsible for providing a fire watch service.

Housekeeping

The contractor shall keep the work area, specifically walking and working surfaces, clean and free from debris and trash, which could cause slipping and tripping hazards. Tools and materials shall be kept and stored in an orderly fashion. If extension cords must run across a hallway or walkway, the extension cord(s) must be covered or taped down.
(CCR T8 1513)



Injury And Illness Prevention Program (IIPP)



The contractor shall submit a copy of their general Injury and Illness Prevention Program to EHS for review prior to the start of the project. The contractor's IIPP shall meet the minimum requirement of the *California Code of Regulations (CCR), Title 8, Section 3132*.

The contractor shall submit other safety programs that pertain to the type of job that will be performed onsite. Some examples are confined space, fall protection, lockout/tagout, trenching and shoring, and certification for asbestos and lead.

Lighting

Walkways must remain lighted for pedestrian safety. When construction activity impacts the lighting of the surrounding area or walkways, the contractor must provide temporary lighting to compensate for the loss. The campus requires a minimum of one (1) foot candle for walkways and parking lots. Building entrances must be maintained at five (5) foot candles.

CFR Title 29 1926.56

Safety Data Sheets



Safety Data Sheets (SDS's) on all material used on the project must be submitted to EHS for review **prior** to the start of the project. Products containing carcinogens, asbestos, and lead cannot be brought on-site and used for any project without prior approval from EHS.

CCR T8 5194

Noise

The contractor shall keep the work area as quiet as possible. If power activated tools, nail guns, or other such devices must be used to accomplish the work, the contractor shall notify the Project Manager and advise them of the type of equipment to be used and the duration of the work to be done. If the work is adversely affecting occupants of classrooms, work areas, or the surrounding Pomona neighborhood, it may be necessary for the contractor to stop work immediately, if advised by the Project Manager or EH&S.



Parking And Vehicle Traffic

Access to the campus interior is restricted to vehicles between 8:00 a.m. and 3:00 p.m. Contractors shall follow this restriction or obtain a special permit from the Project Manager for access to the campus interior during the hours when motor vehicles are restricted.

Contractors must comply with campus parking and traffic requirements. Violators are subject to citation by University Police. Fire access routes must be maintained free and clear of obstructions.

Contractors must request parking permits from the University's Project Manager.



Personal Protective Equipment



All required personal protective equipment (PPE) will be provided by the contractor. Its use is mandatory, and enforcement is the responsibility of the contractor. The contractor's supervisor shall ensure that employees wear appropriate clothing that provides adequate protection from normal hazards associated with the job.

PPE includes head, eye, hearing, hand, respiratory, and fall protection equipment. All PPE used must meet ANSI or Cal/OSHA standards.

CCR T8 1514

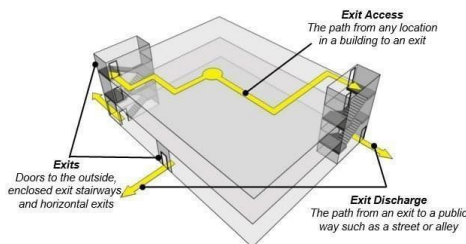
Smoke Vape Tobacco-Free

In accordance with the Chancellor's Office Executive Order 1108, smoking, tobacco use, and vaping are prohibited on all 23 CSU campuses, included CPP and any other facility operated by the University. If employees wish to smoke, vape, or use tobacco, they may do so on the City of Pomona sidewalks, including Temple Ave. and Valley Blvd.

CO EO 1108



Stairways And Corridors Egress



Stairwells, elevator lobbies, and corridors are intended to provide a safe means for occupants to exit the building and emergency personnel to access the scene. The exit corridors of all areas are required to be kept clear and always unblocked regardless of their width. All carts, supplies, ladders, tools, etc. must be kept out of the corridor or stairway when not in use. Some projects may require construction that captures part of the corridor width. When this happens, it is extremely important that the remaining corridor be clear. If an entire corridor or exit must be blocked off for a project, the contractor must get approval from the Project Manager or EH&S. **CCR T19 3.11**

Tools (Powered and Non-Powered)

Power tools shall be maintained in a safe working condition. Designed safety features such as guards and interlocks shall NOT be removed. Tools shall be tied off when in use above personnel or other equipment. Tools powered by gasoline shall not be used inside university buildings unless prior permission given by EH&S and safeguards put in place to reduce exposure to building occupants.

CCR T8 1707

Trash Waste and Sprout Disposal

All trash, waste, and scrap must be disposed of each day in proper containers supplied by the Contractor. All hazardous waste storage and disposal is to be coordinated through the EHS office. (See Environmental Requirements).

Take measures to protect adjacent areas to the construction area from dirt, dust, and debris. Debris shall not be allowed to accumulate within or around the work area. The worksite and surrounding area, especially stairways, corridors, and walkways, must be kept clear of obstructions, waste, and dust which may create tripping, slipping, or egress hazards.

CCR T8 1736



Training Documentation

Contractors and subcontractors working at CPP shall receive safety training as required by Cal/OSHA and Federal OSHA and fully meet the qualification requirements to complete the assigned work. Contractors must keep current training records for each employee assigned to perform work under this contract. Documentation of required training for all contractor personnel must be made available for examination by EH&S, if requested. All necessary personal protective equipment will be provided by the above contractor, and the employees have been/will be trained in its proper use.

CCR Title 8, various sections



Construction Safety and Hazard Communication Requirements

Asbestos/Lead

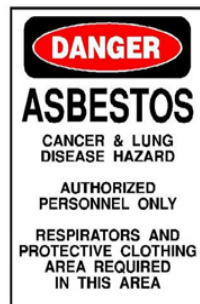
Asbestos and lead may be present in buildings where the Contractor is working. Contractors must consult with the Project Manager or EH&S staff to determine if contracted work will involve the disturbance of asbestos and/or lead.



Contractors conducting asbestos or lead abatement work must meet all eligibility requirements established by regulatory agencies.

All work shall, at a minimum, comply with all requirements specified by the Environmental Protection Agency, California Code of Regulations (CCR), Title 8 pertaining to asbestos or lead.

Contractors shall submit a copy of their work plan to the Project Manager, designated safety consultants, and EH&S prior to commencing any abatement projects. The work plan shall include, at a minimum, the scope of work, all up-to-date training and medical records, all required licenses, SDSs of chemicals used for the project, and all permits.



All hazardous and non-hazardous waste generated from abatement projects MUST be properly manifested per EPA/DOT regulations and signed by designated EH&S staff member.

Prior to any hazardous material abatement job, such as asbestos lead abatement, the contractors MUST notify and coordinate with Facilities Management Service Center to shut down the air handler unit(s) that serves the abatement area.

Contractor will obtain necessary permits or registrations from applicable environmental agencies (e.g. South Coast Air Quality Management District, Cal/OSHA, etc.) Prior to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to EH&S **in advance** of such work. **CCR T8 1529, 1532.1, 5208**

Barricades And Opening Protection

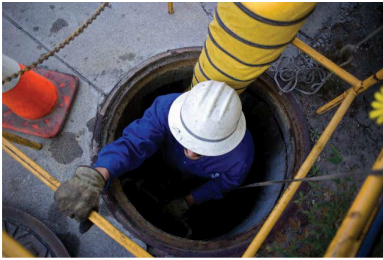
Barricades and warnings are required around all construction sites. In addition, adequate protection must be given to excavations, holes, or openings in floors or roofs, elevated platforms, and around overhead work to protect people from falling objects.

- Unless the general area is protected, barricades must be erected before any excavation, and extended as the excavation progresses.
- Barricaded areas which contain an opening or hole for access must be protected during working hours and must be secured at the end of each day.
- All holes or openings through floors or decking at all elevations must be immediately covered or barricaded. Material or equipment must never be stored in an excavation cover or inside an excavated area.
- Hole covers must be secured or cleated so they CANNOT slip, and they must extend adequately beyond the edge of the hole.
- Barricades shall not create a trip hazard. Any potential trip hazards should be clearly marked.
- The type of barricading system, whether it is fencing, caution tape, or some other means must be discussed with the Project Manager in consultation with EH&S to provide protection for the campus community.



- Warning signs should be placed on a barricade/fence for the duration of the construction project.
 - Warning sign verbiage shall be coordinated through the Project Manager and EH&S.
- CCR T8 3212**

Confined Space



The Contractor must notify the Project Manager and submit a copy of their Confined Space Program to EHS if work in a confined space is planned. Contractor's Confined Space program shall, at a minimum, comply with California Code of Regulations (CCR), Title 8 requirements pertaining to confined space. Contractor is responsible for providing their own monitoring and rescue equipment necessary for safe confined space entry.

CCR T8 5157

Electrical

Contractors conducting high-voltage electrical work must be approved for such work by Cal/OSHA. All work shall, at a minimum, comply with all requirements specified in California Code of Regulations (CCR), Title 8 pertaining to High Voltage, Electrical, and specifically to Subchapter 5-Electrical Safety Orders.

Electrical extension cords must be in good condition and must not create a trip hazard in hallways or on pedestrian walkways. Cords that stretch across walkways must be entirely covered, secured, elevated, or protected by other means when exposed to damage, water, or where they create tripping hazards.



Keep all electrical room doors secured when unoccupied.

Lockout/tagout procedures must be observed when working with electrical equipment. Please refer to lockout/tagout section of this handbook.

Machinery or equipment must not be operated within fifteen (15) feet electric power lines except where the electrical distribution of transmission lines has been de-energized at the point of work.

All cranes, backhoes, and similar lifting or excavating equipment must be effectively grounded when there is a possibility of such equipment coming into contact with an electric power line or power facility, located overhead or underground.

CCR, T8, Electrical Safety Orders

Excavation Safety

All excavation and trenching shall be in accordance with all applicable regulations including California Code of Regulations (CCR), Title 8, Trenching and Excavation Requirements. The contractor is responsible for providing a "Competent Person" at every excavation site. This individual must be capable of identifying existing and predictable hazards in the excavation area and determining the suitability of equipment or materials used for support systems, shield systems, and other protective systems. Inspection records are subject to review by the Project Manager and EH&S.

CCR T8 1541



Fall Protection

Prior to commencing any roof work, the contractor must notify the Project Manager and obtain a Roof Access Permit.

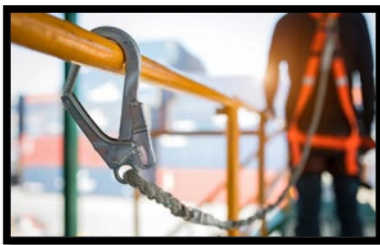
Safety harnesses must be worn and tied off to independent lifelines when working from elevated areas under the following conditions.

- The roof pitch equals or exceeds 7 and 12.
- The job requires workers to be closer than six (6) feet from the roof edge without parapets or other acceptable fall protection system.
- Two-point suspension scaffolds or stages are used.
- Scaffolds with incomplete handrails and decking are used.
- Ladders are placed near an opening.
- Elevated work is being performed with no protection available to prevent the worker from falling.

Every employee issued a safety harness shall be instructed by a qualified person in the proper method of wearing, using, and securing it to an approved anchorage point.

CCR T8 1670, 1671.1

Tools shall be tied off to their person when working at elevated heights and within six (6) feet from the edge.



Hazardous Materials

Use of any hazardous material is subject to the prior approval of EH&S with notification to the Project Manager. EH&S reserves the right to require substitution of materials planned for use. Hazardous materials being used for the project must be properly stored in a secondary containment for the duration of the project. Approved chemical storage cabinets should be used and all applicable fire and building codes shall be followed. EH&S may inspect all hazardous materials storage areas.

Flammable liquids in quantities less than fifty-five (55) gallon drums are to be kept in “safety” cans that have been properly labeled as to their contents. Drums and tanks of fifty-five (55) gallons or more must be labeled, grounded, equipped with self-venting bungs, top-dispensing and must be placed at least twenty-five (25) feet away from smoking, welding, burning, or other heat sources.

Gas cylinders must be securely held upright and fastened with an approved restraint device to rigid structures so that they cannot fall or be knocked over. For earthquake safety, all cylinders should be double strapped. Locate cylinder away from pedestrian traffic area. Make sure they are in a well-ventilated location, at least twenty (20) feet from highly combustible material. Keep cylinders out of the direct sun and do not allow them to be heated.

Read the labels on the material you use and be aware of their hazardous properties. Take all appropriate precautions advised on the container labels or SDSs. Before using odorous chemical compounds or products such as glues, epoxies, paints, thinners, advise the Project Manager.

If the compound will cause problems for building occupants, you may be asked to limit or suspend work until further notice.

CCR T8 5191



Access to Campus Locations with Hazardous Materials

There are many hazardous chemicals and radioactive materials found throughout the campus, especially in the laboratories of buildings 3, 4, 8, 9, and 17.

Contractors must avoid creating conditions that could cause disruption of any lab activity. Prior to entry into any laboratory space, the contractor must notify the Project Manager *and* contact EH&S. The area will be deemed safe for entry.

Lockout/ Tagout (LOTO)



A contractor's lockout/tagout program shall, at a minimum, comply with CCR, Title 8 requirements pertaining to lockout/tagout. A contractor must request permission from the Facilities Management Service Center through coordination with the Project Manager prior to

performing any lockout/tagout of university equipment. Prior to any hazardous material abatement job such as asbestos or lead abatement, contractors must notify the Project Manager and EH&S to coordinate shut down of

Hot Work

Prior to commencing any hot work operations, the contractor must notify the Project Manager and obtain a Hot-Work permit from the EH&S office. In addition to obtaining a Hot-Work permit, the following are general requirements when performing any welding and/or burning operations:

- All exposed combustible materials below welding and burning areas must be removed to a safe location. In addition, an approved spark catcher must be used for overhead welding.
- A dry chemical (ABC) fire extinguisher (at least five-pounds) must be maintained within twenty- five (25) feet of any hot work.
- No welding or burning is to be done on a closed vessel or tank, or any vessel previously in use unless it has been decontaminated and is certified gas-free. Permission must be obtained prior to commencing of operations.
- Adequate ventilation must be provided at all times.
- Flashback arrestors must be installed on all oxy-acetylene torches.
- All arc welding must have a separate and adequate ground, pulled from the machine to work locations in all operating areas.
- All arcs are to be shielded in operating areas by the use of such barriers as welding curtains, screens and enclosures.
- All welding near halogenated solvents (i.e., Methylene Chloride, Carbon Tetrachloride, TCA, TEC, etc.) is strictly prohibited.
- An approved welding helmet must be worn.

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the air handler unit(s) that serves the abatement area. Contractors shall physically lock out the mechanical air handler along with the responsible Facilities Operations staff to ensure clearance is achieved prior to re- engaging the air handler.

CCR T8 3314, 4413

Scaffolding



All scaffolding shall be erected and maintained in compliance with applicable standards, including CCR Title 8 Article 21, 22, 23 and the

manufacturer's requirements. Each scaffold must be erected and dismantled by licensed scaffolding contractors. Inspection of scaffolding must be made by a **competent person** assigned by the contractor for the work to be performed. All scaffold platforms must be equipped with standard forty-two (42)-inch high handrails and mid-rail, rigidly secured and completely decked with safety plank or manufactured scaffold decking. Rigidly secured four (4)-inch high toe- boards must be used on all scaffolding. Scaffolds must be tied off to the building or structure at proper intervals.



- Compressed gas cylinders must be secured vertically to an adequate support while in storage, transit, or use. The protective cap must be on during storage and transit.
- Oil and grease must be kept away from oxygen regulators, hoses and fittings. Do not store wrenches, dies, cutters, or other grease-covered tools in the same compartment as oxygen equipment.
- Cylinders and hoses should be placed where they are not exposed to sparks from a burning operation.
- A fire watch must be posted during hot work and for 30 minutes thereafter to locate and extinguish smoldering or flaming ignition. Fire watch personnel require training in emergency procedures and contact numbers before hot work begins.

Environmental Requirements

Air Emissions

Any operation or procedure involving the release of significant quantities of dust, vapors, fumes, or mist shall be approved by EH&S prior to start of work. Examples are large applications of floor, wall, or roof coatings, spray applications, concrete cutting, sandblasting, excavations, and grading activities, etc.



Environmental Permits Registration and Notification

The contractor will obtain necessary permits or registration from applicable environmental agencies (e.g., South Coast Air Quality Management District, California Air Resources Board, Cal/OSHA, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to EH&S **in advance** of such work.

Hazardous Material Spills

The contractor must report any spills immediately to the Project Manager and EH&S and take immediate action to contain the spill. Regulatory agencies require containment and remediation of all spills of hazardous materials, including fuels and oil. Contractors who spill any such substances on university property are responsible for clean-up coordinated through EH&S. Clean-up of the contaminated area must be performed to the regulatory accepted level based on testing. Testing and disposal will be coordinated through EH&S and paid for by the contractor.

Hazardous Waste

The contractor shall comply with all federal, state and local regulations pertaining to the management of hazardous waste, as well as university requirements. Hazardous waste must be handled and accumulated on-site in a safe manner and by properly trained contractor personnel. **40 CFR, 49 CFR**

- Fluorescent lamps are to be removed from fixtures with care and placed in special cartons and disposed of properly. Do not dispose of lamps in regular trash containers. Contact EH&S for further instructions.
- Asbestos containing materials removed under abatement contracts may be considered hazardous waste. It is the responsibility of the general and abatement contractors to dispose of them properly and coordinated through EH&S.
- Lead-based paint removed from structures is considered hazardous waste and must be disposed of properly and coordinated through EH&S.
- Hazardous waste generated onsite shall not be transported off-campus without proper manifests and signatures. Hazardous waste will be transported and disposed of in accordance with all applicable Federal, State, and local regulations.
- All hazardous and non-hazardous waste generated from abatement projects **MUST** be properly manifested per EPA/DOT regulations and signed by a designated EH&S staff member.



- Contractors are required to furnish EH&S with documentation of proper disposal whenever the contract calls for disposal of hazardous waste, including spills.
- Only representatives from EH&S are authorized to sign hazardous waste disposal manifests from waste generated on campus.

Storm Drains Sanitation Sewers

No hazardous, toxic liquid, or solid material(s) shall be discharged to the storm drain and/or sanitary sewer system. Contractors performing planned work that will create potential runoffs from water blasting, wet method surface removal, etc., must consult with EH&S to ensure proper protection of the drainage system and adequate product collection procedures.

Care must be taken to locate chemical storage and transfer areas to prevent the possibility of accidental spillage of chemical products.

Storm Water Pollution Prevention Plan

Cal Poly Pomona is a designated Municipal Separate Storm Sewer System (MS4) and requires a Storm Water Pollution Prevention Plan or Water Pollution Control Plan to be submitted to the Environmental Health and Safety Office for review to assure compliance with the Campus Storm Water Management Plan. **SWRCB**

Project Sites > 1 Acre

Contractors who disturb campus land greater than one acre must prepare and submit a Storm Water Pollution Prevention Plan (SWPPP) via Storm Water Multiple Application and Report Tracking System (SMARTS).

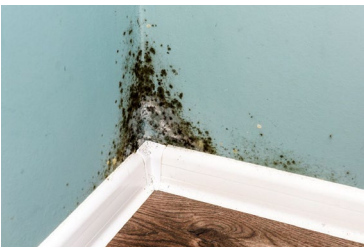


Project Sites < 1 Acre

Contractors who disturb Campus land less than one acre of land are required to comply with campus storm water Best Management Practices (BMP) located on the EH&S website.

Mold

To prevent mold, contractors should fully enclose a structure before installing insulation, drywall, or other materials that support mold growth. The enclosure should prevent rain or other moisture infiltration from creating water damage or affecting building materials. Temporary enclosures such as tarps or permanent measures such as installing windows, exterior walls, and roofs before the drywall and insulation could satisfy this requirement. In addition, completed buildings at CPP should prevent moisture infiltration and mold growth. To assess moisture damage and the potential for mold growth in a campus building, please contact EH&S at 909-869-4697.

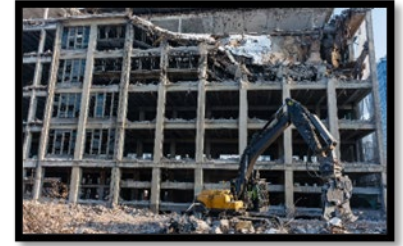


Acceptance Of Soil from Offsite Sources

The use of imported fill material has the potential for bringing contaminated soil onto the Campus impacting an otherwise clean site. Imported soils must be free of detectable amounts of chemical compounds of concern. Exceptions include certified top-soil, sand and gravel materials from sand and gravel manufacturers.

Construction And Demolition Debris

Construction debris is considered a solid waste in the State of California and is regulated under the Resource Conservation and Recovery Act (RCRA) 1976 and the California code of Regulations Title 14, 22, and Construction debris must be managed in a manner consistent with these regulations. Disposal of construction debris in Campus dumpster is prohibited. It is the contractor's responsibility to properly recycle/dispose of construction debris at an approved California Integrated Waste Management Board facility.



Fugitive Dust Emissions Abatement



All contractors must reduce the amount of fugitive dust (particulate matter) emitted into the ambient air as a result of construction activities at CPP by applying South Coast Air Quality Control Management District's Rule 401 – Visible Emissions, Rule 402 – Public Nuisance, Rule 403 – Fugitive Dust: Table 1, State Water Resources Control Board Storm Water Pollution Prevention Plan/ Water Pollution Control Plan for track-out, and Vehicle Code 2314 (cover all haul vehicles and comply with 'freeboard' requirements for both private and public roads).

Portable Equipment Registration Program

Contractors must use only PERP permitted Electrical generators, woodchippers, compressors, pumps, cranes with engines and engine-driven equipment greater than 50 brake horsepower (bhp) that are permitted by the South Coast Quality Control Management District or the California Air Resources Board. Equipment that is not permitted is in violation of State law.

Contractor Safety Prescreen

Prior to permitting a sub-contractor to perform work at CPP, project managers must ensure that the general contractor has pre-screened the sub-contractor's safety performance. They should review the subcontractor's "Experience Modification Rate (EMR)" for the past three years (this information is available from the subcontractor's Workers' Compensation carrier) and its OSHA 300 & 300A forms. For firms not required to complete the OSHA 300 & 300A forms, a review of the EMR is sufficient.

If the pre-screen shows potential for unsafe work practices (An EMR that exceeds 1.00 in any given year or a level of injuries listed on the OSHA forms that equates to more than 1 incident per every 10 employees), project managers should forward the information to EH&S and Risk Management for an assessment and approval to work on campus.

References

Federal



Occupational Safety and Health Administration
[29 Code of Federal Regulations- Part 24-2400](#)

State



Division of Occupational Safety and Health (DOSH) also known as Cal/OSHA
[Title 8 Regulations](#)

California State University, Chancellor's Office



California State University Environmental Health and Safety Policy
[Executive Order 1039](#)



Responsible Executive:

Vice President Administrative Affairs

Responsible Office:

Office of Environmental Health and Safety (EH&S)

Document History

Date (YYYY-MM-DD)	Revision/Edits
2023-09-15	Created
2024-05-30	Revision to Covid-19 guidelines