BYU CONTRACTOR SAFETY ORIENTATION

RISK MANAGEMENT AND SAFETY 12/20, Rev. 5

INTRODUCTION

Welcome to Brigham Young University! Please take time to review this documents, as it will introduce you to the University's safety expectations, behavioral expectations (Honor Code), some unique campus hazards, and emergency procedures.

ENVIRONMENTAL, HEALTH, AND SAFETY EXPECTATIONS

For each project, the Contractor has the primary and ultimate responsibility for safety. However, the Utah Occupational Health and Safety Act still requires Brigham Young University to protect these workers while they work on University property.

Also, environmental laws stipulate that Brigham Young University is responsible for enforcing environmental requirements with contractors as well as with University employees.

It is therefore the University's responsibility to select, hire, and work with only competent contractors who share the University's views and standards on environment, health, and safety.

CONTRACTOR HEALTH AND SAFETY PLAN REQUIREMENTS

BYU requires that contractors comply with applicable provisions of federal, state, and municipal safety laws, and building codes.

BYU also requires Contractors to develop and administer plans (e.g. a Health and Safety Plan, HSP) for safety, fire prevention, and other environmental, health, and safety issues on a project. Each plan shall outline the policies, processes, instruction, and documentation that will serve to establish the culture of safety and understanding for all tiers involved on the project. BYU has the right, but not the obligation, to review and comment on any such plan and any amendments to a plan. Contractors should perform work that is consistent with their HSPs.

SUPPLEMENTAL FORMS

Several documents are available as part of this orientation to aid contractors in fulfilling the requirements of their HSP. They are for informational purposes only, and are not to supersede the requirements set forth in the Contractor's HSP. They are:

- Training Matrix: Aids in the determination of required safety trainings
- Job Hazard Analysis Form (Basic and In-Depth): Helps to identify potential hazards, and develop mitigations for each work activity or task

Note that documentation of work, monitoring, or permitting (e.g. Confined Space permit) should be accomplished sing the Contractor's forms. The exception to this is the BYU Hot Work Permit, which must be submitted online by the BYU Project Manager.

BRIGHAM YOUNG UNIVERSITY CODE OF HONOR

BYU is a private University that is founded, supported, and guided by The Church of Jesus Christ of Latter-Day Saints. It is the largest privately owned university in the state of Utah. The University consists of over 500 acres and more than 200 buildings. BYU Provides a wide range of services to students, faculty, staff, and visitors.

The mission of BYU is to assist individuals in their quest for perfection and eternal life. Consistent with this mission, BYU has a Code of Honor and Dress and Grooming Standards.

While we do not expect contractors to bind themselves fully to the Honor Code as students and employees do, we **require their behavior while on BYU's premises to comply with it**. In addition to standards relating to dress and grooming, contractors shall:

- Be honest
- Respect others
- Obey the law
- Use clean language
- Live a chaste and virtuous life
- Abstain from alcoholic beverages, tobacco, tea, coffee, and drug abuse
- Help others fulfill their responsibilities under the Honor Code

BYU reserves the right to deny entry to any Contractor where reasonable suspicion exists that that person is under the influence of drugs or alcohol. Smoking is prohibited on campus.

A copy of the BYU Code of Honor and Dress and Grooming standards is found on BYU's Human Resources webpage: http://www.byu.edu/hr/?q=managers/independent-contractor. You should take the time to read and understand its contents, and agree to comply with the same while performing services on campus for BYU.

UNIVERSITY HAZARDS

While it is not reasonable to state all the hazards that a contractor may encounter while working on campus, several general hazards apply to most circumstances.

PEDESTRIAN FOOT TRAFFIC

There are approximately 30,000 undergraduate and graduate students, and 4,500 full time employees on campus. Additionally, many thousands of visitors frequent campus annually. The sheer volume of people on campus at any one time can be a hazard.

- Contractors should pay particular attention to pedestrian foot traffic during class breaks, from ten minutes before the hour to the top of the hour. Be aware that many pedestrians could be distracted with cell phones and head phones, and have a delayed response time to their surroundings.
- Equipment should not be left unattended or uncontrolled
- Access control to jobsites should be rigorously enforced

LABORATORIES

Several facilities on campus host laboratories with a variety of chemicals, sensitive scientific equipment, and ongoing experiments. Check with your BYU contact to discuss specific hazards that you may encounter. Examples include chemicals, biological agents, and radiation.

EMERGENCIES

EMERGENCY SERVICES

In the event of an emergency, dial 911. The closest hospital is Utah Valley Hospital, which is roughly 1.5 miles away. Utah Valley Hospital has an Emergency Room, ambulance services, and Life Flight services.

BYU has a certified police department and Emergency Medical Service (EMS) crews that can be accessed by calling 801-422-2222 from a cell phone, or 2-2222 from any campus extension. BYU EMS is not able to transport patients to the hospital; this may only be done by ambulance services.

Automatic external defibrillators (AEDs) are located in several campus facilities, and fire extinguishers are located in every facility. They are available for use in the event of an emergency.

INJURIES AND NEAR MISS INCIDENTS

All injuries and near miss incidents should be reported to your supervisor. Severe injuries (OSHA recordable injuries) must be reported within 24 hours. Your supervisor will report it to the proper BYU contact.

EMERGENCY HAZARDS OR THREATS

You may encounter several different emergency hazards or threats while working on campus. They include:

- Natural hazards (earthquakes, lightening, severe wind, extreme temperatures, etc.),
- Technological hazards (explosions or accidental release of toxins from industrial plants, accidental release of hazardous materials from within the university, such as gas leaks or laboratory spills, etc.), or
- Adversarial and Human-Caused threats (arson, active shooter(s), criminal threats or actions, etc.)

In the event of any emergency, call 911 or BYU Police at 801-422-2222. Stop work, and, where possible, evacuate to a safe location. Always heed fire alarms and follow evacuation procedures.

CONCLUSION

Thank you for reviewing this Contractor Safety Orientation. We appreciate the services you provide for BYU, and encourage you to work safely and productively. Please discuss any additional questions with your supervisor or your BYU contact.

BYU Non-Academic Training Matrix

What? This document outlines the minimal training requirements for personnel working in a non-academic setting. Answer the questions below to see which requirements apply to you. If you answer "Yes", then the corresponding requirements apply. Note that these are the *minimum* training requirements, and your supervisor or department may have additional requirements. This does not take the place of on-the-job training.

Who? All non-academic BYU employees, including student employees.

When? All trainings must be renewed annually. Contact EHS with any questions.

Are you a BYU employee who is:	Training
Performing general office and/or industrial workplace tasks	Basic Safety
Supervising industrial workplace operations and/or establishing proper job procedures	Job Hazard Analysis & PPE
Using a ladder or scaffold	Ladder & Scaffolding Safety
Working with or around chemicals	Hazard Communication
Performing frequent or heavy lifting, pushing/pulling, or carrying ≥ 35 lbs	Materials Handling Ergonomics
Performing repetitive, forceful, or prolonged exertions or retaining prolonged awkward postures	Office Safety Ergonomics
Working with or near/around airborne contaminants requiring respiratory protection	Respiratory Protection
Performing class IV maintenance or having custodial contact with asbestos-containing material	Asbestos Awareness
Potentially exposed to constant/intermittent high noise	Hearing Conservation
Potentially exposed to benzene, formaldehyde, methylene chloride, and other substances found in OSHA 1910.1000	Toxic & Hazardous Substance Awareness
Potentially exposed to inorganic lead (i.e. pre-1978 paint)	Lead-Based Paint Awareness
Applying pesticides	Pesticide Safety
Driving a 7- to 12-passenger van	Van Driving Safety
Driving a utility (gem cart)	Utility Cart Driving
Operating a mobile elevated work platform (scissor, boom, man lift)	Mobile Elevated Work Platform Safety
Driving a truck?10,000 GVW and/or pulling a dual-axle trailer	Truck Driving Safety
Driving a truck requiring a CDL (Class A, B, or C)	Truck Driving – CDL

Are you a BYU employee who is:	Training
Operating a forklift (or powered industrial truck)	Forklift Driving Safety
Operating a crane and/or hoist	Crane Safety
Performing hazardous material packaging, labeling, loading/unloading, or generating shipping papers	DOT General Awareness & Function/Security
Working with or near/around stored hazardous energy (electrical, mechanical, hydraulic, pneumatic, chemical, etc.)	Lockout Tagout
Using or handling compressed gas cylinders	Compressed Gas Safety
Working with or near/around sources of ignition such as sparks or open flames (brazing, welding, grinding, soldering)	Hot Work Permit & Fire Safety
Working with or near/around bodily fluids or bloodborne pathogens	Bloodborne Pathogens
Exposed to heights of ≥ 4 feet	Fall Protection
Performing excavation work (man-made cut, cavity, trench, or depression in an earth surface formed by earth removal)	Excavation Safety
Working in confined spaces (limited space & accessibility), including storm drains, pits, tanks, vaults, manholes	Confined Space
Working with or near/round extreme temperatures, wild animals, and other outdoor hazards	Outdoor Safety & First Aid Certification
Use/maintenance of machinery/shop equipment	Machine Guarding

As an employee, you have the **right** and **responsibility** to understand the hazards associated with your work. Please pause or stop work if you have a question or if the situation is unsafe.

BYU has polices/programs relating to many areas of workplace safety. Contact Risk Management for more information about any of the following:

Animal Safety	Hearing Conservation
Asbestos	Hot Work
Blood Borne Pathogens	Machine Safe Guarding
Confined Spaces	Laboratory Safety
Crane/Hoist Safety	Ladder Safety
Electrical Safety	Lockout Tagout
Excavation	Mobile Elevated Work Platforms
Fall Protection	Radiation Safety
Fire Extinguisher	Reproductive Health
Fork Lift Safety	Respiratory Protection
HAZCOM	Pesticide Safety

http://risk.byu.edu/safety
http://risk.byu.edu/training

Work Area Assessment

Most injuries occur because of…

- Performing new/unfamiliar task,
- Failure to recognize hazards,
- Unsafe behavior

Prior to beginning work, please answer the following questions:

1. What are the **hazards** of this area?
2. What can I do to **protect myself**?
3. How can this task be **performed safely**?
4. How can I help others **behave safely** while completing this task?

For Assistance Please Contact:

Risk Management and Safety

801-422-3119

Brigham Young University

PRE-TASK SAFETY ASSESSMENT

Students and Contractors

Take a few minutes to recognize the hazards of the task at hand.

Names: _____

_____

Task being performed: _____

_____

_____

Consider the following.
Which items apply to you?
Need help? Call Risk Management
801-422-4468

Identify Hazards:

- ☐ Hazardous Materials
  (Physical and/or Health Hazards)
- ☐ Hazardous Atmosphere
  (IDLH, oxygen deficient, etc.)
- ☐ Hazardous Energy
  (Electromagnetic, pneumatic, high-pressure, reduced-pressure, etc.)
- ☐ Readiness to work
  (Fatigue, stress, distractions, etc.)
- ☐ Fire/Steam/Hot Work
- ☐ Blood Borne Pathogens &
- ☐ Infectious Agents
- ☐ Pinch Points/Sharp Edges
- ☐ Rotating Equipment
- ☐ Flying Debris/Particles
- ☐ High Noise
- ☐ Slips/Trips/Falls
- ☐ Lift/Move/Transport
- ☐ Confined Space
- ☐ Crushed/Caught In
- ☐ Animal Handling
- ☐ Other: _____

Mitigate Hazards:

- ☐ Substitution/Elimination
  (Use less hazardous alternatives or eliminate the hazard completely)
- ☐ Engineering Controls
  (Mechanical safety devices)
- ☐ Administrative Controls
  (Safety Policies and Procedures)
- ☐ Personal Protect. Equip.
  (Goggles, Gloves, Apron, Face Shield, Respiratory Protection, Hearing Protection, Fire-Resistant Apparel, Safety Shoes, etc.)
- ☐ Documented Safety Plan
  (Emergency Plan, Standard Operating Procedures, Safety Data Sheets, etc.)
- ☐ Proper Authorization
- ☐ Training/Supervision
- ☐ Increased Awareness
- ☐ Appropriate Scale/Scope
- ☐ Machine Guarding
- ☐ Time/Shielding/Distance
- ☐ Barriers/Cones/Tape
- ☐ Chemical Storage
- ☐ Waste Management
- ☐ Guardrails/Fall Arrest
- ☐ Lock Out Tag Out
- ☐ Confined Space Permit
- ☐ Defensive Driving
- ☐ Other: _____

Pre-Task Inspections:

- ☐ Work Area - Housekeeping
- ☐ Equipment/Tool Condition
- ☐ Emergency Equipment
  (Fire extinguisher, safety shower, eyewash, spill kit, first-aid kit, etc.)
- ☐ Manufacturer's
- ☐ Recommendations

Training for the Task:

☐ **ALL** necessary training is COMPLETED **BEFORE** work begins

1. Use the **TRAINING MATRIX** to determine the minimum required training

(risk.byu.edu → Training →Training Guide)

2. Talk with your **supervisor** about additional required or in-house trainings
3. …Check **YTRAIN** to see and sign up for trainings hosted online
   (ytrain.byu.edu)

4. …Join a monthly **CIRCUIT TRAINING** or **SCHEDULE** a training at (801) 422-3119

BYU Risk Management

Job Safety Analysis (Extended Version)

Fill out this form with your sponsor prior to beginning work. You and your sponsor should keep a copy.

Work Activity:	Task Description (JSA Title):

Potential Hazards

Gravity
- ☐ Overhead work
- ☐ Falling object
- ☐ Excavation
- ☐ Collapsing roof/equipment
- ☐ Elevated/Uneven work surface
- ☐ Open holes
- ☐ Other:

Temperature
- ☐ Ignition source
- ☐ Hot/Cold surfaces
- ☐ Hot/Cold liquids
- ☐ Hot/Cold gases
- ☐ Hot/Cold weather conditions
- ☐ Other:
- ☐ Other:

Motion
- ☐ Vehicle/Equipment movement
- ☐ Limited mobility (confined space)
- ☐ Material movement
- ☐ Water/Wind movement
- ☐ Body positioning/Ergonomics
- ☐ Manual Lifting
- ☐ Other:

Chemical
- ☐ Explosive/Flammable vapors
- ☐ Carcinogen Compound
- ☐ Toxic Compounds
- ☐ Corrosive Compound
- ☐ Reactive Compounds
- ☐ Pyro-phoric material
- ☐ Other:

Mechanical
- ☐ Rotating equipment
- ☐ Compressed springs
- ☐ Drive belts and conveyors
- ☐ Motors
- ☐ Power/Hand tools
- ☐ Other:

Biological
- ☐ Animals/Insects
- ☐ Bacteria/Viruses
- ☐ Blood Borne Pathogens
- ☐ Contaminated food/water
- ☐ Other:
- ☐ Other:

Electrical
- ☐ Power lines (above/below)
- ☐ Energized equipment
- ☐ Static charges
- ☐ Wiring
- ☐ Batteries
- ☐ Other:

Radiation
- ☐ Lighting
- ☐ Welding arc/flash
- ☐ Sunlight
- ☐ X-rays
- ☐ NORM scale
- ☐ Other:

Pressure
- ☐ Piping
- ☐ Cylinders
- ☐ Vessels/Tanks
- ☐ Hoses
- ☐ Other:
- ☐ Other:

Sound
- ☐ Equipment noise
- ☐ Impact noise
- ☐ Venting noise
- ☐ Communication (SimOps)
- ☐ Communication (Language)
- ☐ Other:

Mitigations

Hazard Controls (Engineering and Administrative)
- ☐ Work Permits
- ☐ PPE Program
- ☐ Warning signs
- ☐ Pipeline markers
- ☐ Spotters/Attendants
- ☐ Barricades
- ☐ Housekeeping
- ☐ Ignition source controls
- ☐ Gas monitoring
- ☐ Material Safety Data Sheets
- ☐ Scaffolding
- ☐ Parking Plans
- ☐ Equipment Staging Plans
- ☐ Essential personnel only
- ☐ Break Rotation
- ☐ Temporary Lighting
- ☐ Isolation of Hazardous Energy
- ☐ Equipment Inspections
- ☐ Other:
- ☐ Other:
- ☐ Other:

Safety Controls (Personal Protective Equipment)
- ☐ Hard hat
- ☐ Safety shoes
- ☐ Safety glasses
- ☐ Face shield
- ☐ Goggles
- ☐ Cotton gloves
- ☐ Leather gloves
- ☐ Chemical gloves
- ☐ Electrical rated gloves
- ☐ Chemical suit
- ☐ Work vest/Life vest
- ☐ Full body harness
- ☐ Hearing protection
- ☐ Fire Resistant Clothing
- ☐ Other:
- ☐ Other:

Safety Equipment
- ☐ Fire Extinguishers
- ☐ Fire retardant tarps
- ☐ Locks and tags
- ☐ Gas detectors
- ☐ Personal Monitors
- ☐ Tag line
- ☐ Safety cable
- ☐ Safety Barricade
- ☐ Caution tape
- ☐ Area Monitors
- ☐ Other:
- ☐ Other:

Emergency/Contingency Plans
- ☐ Spill Control
- ☐ Spill Contingency Plans
- ☐ Emergency Evacuation Plans
- ☐ Incident Reporting Procedure
- ☐ Early Injury Management
- ☐ Other:

Environmental Equipment
- ☐ Absorbent pads
- ☐ Containment pans
- ☐ Other:

Certification Requirements
- ☐ Certified Welder
- ☐ Qualified Crane Operator
- ☐ Qualified Rigger
- ☐ Qualified Signal Man
- ☐ Competent Person
- ☐ Scaffolding Inspector
- ☐ Qualified Gas tester
- ☐ Confined Space Attendant
- ☐ Fire Watch
- ☐ Equipment Operator
- ☐ Other:

Licensing Requirements
- ☐ Asbestos Abatement
- ☐ Lead Abatement
- ☐ Other:

Safe Work Practices
- ☐ Safe Work
- ☐ Bypassing Critical Protection
- ☐ Confined Space
- ☐ Electrical Safe Work
- ☐ Excavation
- ☐ Lifting and Rigging
- ☐ Hot Work
- ☐ Isolation of Hazardous Energy
- ☐ Simultaneous Operations
- ☐ Working at Heights
- ☐ Other:
- ☐ Other:

PLANNING HAZARD ANALYSIS

Hazard	Mitigation
	•
	•
	•
	•

Job Safety Analysis (Extended Version)

Certification, Education, and Training

Description	✓	Description	✓	Description	✓
Abrasive Blasting	☐	Hazard Identification and Awareness	☐	Safety Observation/Audit	☐
Back Injury Prevention	☐	Hazardous Energy Lock-Out	☐	Scaffolding Safety	☐
Basic New Employee Orientation	☐	Hazmat Training	☐	Signs and Barricades	☐
Basic Principles of Safety (e.g. OELS)	☐	HAZWOPER Training	☐	Start-up Safety Workshop	☐
Behavior Based Safety	☐	Hearing Conservation Program	☐	Welding/Cutting	☐
Benzene, Asbestos, Lead, and H2S Awareness	☐	Heat and Cold Stress Prevention	☐	Other	☐
Bloodborne Pathogens	☐	Hot Taps	☐	Other	☐
Body Positioning Training	☐	Hot Work	☐	Other	☐
Confined Space Entry	☐	Incident Investigation and Reporting	☐		☐
Cranes and Material Handling	☐	Industrial Hygiene Exposure Monitoring	☐		☐
Defensive Driving/Driving Safety	☐	Job Safety Analysis	☐		☐
Electrical Lock-Out/Tag-Out	☐	Land Transportation Safety	☐		☐
Electrical Safety	☐	Lifeboat Safety	☐		☐
Emergency Evacuation (Drills, Muster Points)	☐	Line Breaking/Opening Process	☐		☐
Emergency Marine Evacuation	☐	Near Miss Reporting	☐		☐
Emergency Response Plan	☐	Personal Protective Equipment	☐		☐
Excavation and Trenching	☐	Power Actuated Tools	☐		☐
Explosives and Ordinance	☐	Radiation Control	☐		☐
Fall Protection	☐	Respiratory Control	☐		☐
Fire Safety	☐	Respiratory Protection Program	☐		☐
Fire Watch	☐	Roofing Work Procedure	☐		☐
First Aid (CPR, EMS)	☐	Safety Culture/Commitment Training	☐		☐
Flammable and Toxic Material Handling	☐	Safety Equipment Usage	☐		☐
Floor and Wall Opening	☐		☐		☐
Hazard Communication (SDS), Labeling, etc.	☐		☐		☐
	☐		☐		☐