



Benedictine University

Informing today—Transforming tomorrow

Campus Services Procedures & Safety Policies for Contractors



Dear Contractor,

Please read the attached manual, sign the agreement found at the end of the manual, and return that page to Campus Services, Benedictine University, 5700 College Road, Lisle, Illinois, 60532. Certificate of Insurance that fulfills the minimum insurance requirements outlined in the handbook should also be returned.

When the forms have been returned, we will place your company on our Contractor Vendor List.

The Benedictine University Campus Services Department is committed to providing exceptional service to the campus community. In order to sustain this high level of performance, it is our duty to ensure that all maintenance, construction and repair work is accomplished in a safe and professional manner.

The purpose of this guide is to provide a clear understanding of campus protocol **before** work commences.

In turn, this enables projects to run smoothly, reducing work interruptions and helps provide a safe work environment.

The safety rules listed on the following pages are **minimum** safety rule requirements of Benedictine University. Contractors will be expected to comply with these rules as well as other campus policies and procedures listed. Remember accidents don't just happen, they are caused by people!

The contractor, NOT BENEDICTINE UNIVERSITY, will be responsible for the enforcement of these rules, and compliance, therewith shall not act to create any rights for any parties. Furthermore, compliance with these rules shall neither substitute for, nor excuse compliance with, any obligation of duty created by contract, statute, or any other provision or law, rule, ordinance or regulation of local, state or federal authorities.

CAMPUS POLICIES

Contractors will be required to have a representative log in with Campus Services each day before work commences. At this time keys may be picked up and signed for. Keys must be returned to Campus Services at the end of each day. Campus Services is open between the hours of 8:00 A.M. and 4:30 P.M. Keys returned after hours should be dropped off with Public Safety. Work scheduled after hours must be approved in advance and contractors must log in with Public Safety.

All campus traffic signs must be obeyed including the 15 MPH speed limit.

Maps will be available and parking spaces will be provided for your vehicles. Do **NOT** park in any reserved or visitor parking areas. Lawn parking is forbidden, however, special circumstances, i.e., loading and unloading is permissible. Any parking fines incurred will be deducted from your payment.

Workers are not allowed in residence halls unless authorized. Any work to be done in the residence halls must be scheduled between the hours of 8:00 A.M. and 3:30 P.M. Notification must be given to the women in Ondrak Hall if males will be in their building prior to 11:00 A.M.

Workers are to lunch in designated areas approved by Campus Services.

Alcoholic beverages and controlled substances are prohibited on the job site.

Contractors should have proper ID's.

Contractors are required to provide their own equipment and will not be allowed to borrow school equipment, i.e., ladders, vacuum cleaners, scaffolding, small hand tools, etc.

Contractors must provide the school with an Insurance Certificate before work commences. Benedictine University must be listed as an additional insured. A copy of the school's insurance requirements is attached to this packet.

Excavation and re-excavation work requires a stake out. The campus electrician should be contacted through Campus Services before any work begins. Contractor is required to contact J.U.L.I.E. For interior campus lines, contact the campus plumber through Campus Services.

Any work that requires utility disconnection or temporary shut-down needs to be scheduled with Campus Services 72 hours in advance.

Sexual harassment includes unwelcome sexual behavior, either physical or verbal. Other physical or verbal conduct that creates a sexually offensive workplace, whether committed by contractors, vendors, clients or customers, is also prohibited.

This conduct includes offensive or unwelcome sexual remarks, flirtations, advances or propositions; offensive or unwelcome verbal abuse or a sexual nature; graphic statements about a person's body; sexually degrading words used to describe an individual; the display of sexually suggestive objects or pictures, and any form of unwelcome, sexually offensive conduct. Both school faculty, students and staff are protected by this policy. Sexual harassment will not be tolerated.

It is the responsibility of each contractor to clean and remove the construction debris daily. Failure to do so can result in back charges to the contractor. Contractors are not permitted to use Benedictine University's dumpsters.

PREVAILING WAGES STATEMENT

It shall be mandatory upon the contractor and any subcontractor thereof to pay all laborers, workmen and mechanics employed by them not less than the up-to-date and current general prevailing wages in the locality for each craft or type of workman or mechanic to perform such work and the current general prevailing rate for legal holidays and overtime pursuant to Illinois Department of Labor and pursuant to Illinois Law and Statutes in such case made and provided. The Illinois Department of Labor will provide each County Clerk with the most recently revised prevailing wage rates determined by the Illinois Department of Labor on the first day of each month.

SAFETY POLICIES

Statutory Requirements

Each contractor is expected to be aware of, and comply with federal, state, and local safety regulations.

Accident Reporting

If emergency medical assistance is needed while on campus, immediately contact Campus Services at 829-6420. They will in turn contact 911. All accidents, however minor, should be reported to Campus Services within 24 hours of the occurrence.

Personal Protective Equipment

Proper attire must be worn on campus at all times. This includes long pants, shirts and appropriate footwear.

When required, approved hard hats must be worn on the job site at all times. Ear protection (muffs or plugs) must be worn on all high noise level jobs.

Safety goggles must be worn when hammering, chipping, welding, grinding, working in dusty places, or during other operations where eye injury may result.

Floor Openings and Perimeter Protection

Guardrails must be provided around the perimeter, at stairway openings, shaft openings, etc. Smaller floor openings must be covered and secured. Ladders and scaffolding equipment are to be properly secured. This is done for the safety of all personnel on the job. At times, it is necessary for the contractors to remove guardrails or floor opening protection temporarily. It is the responsibility of the contractor to provide temporary protection and to replace this protection, immediately so that other personnel on the job are not endangered. If it is necessary to remove this protection please notify Campus Services. **REMEMBER...ACCIDENTS DON'T JUST HAPPEN...THEY ARE CAUSED BY PEOPLE!**

Exterior Excavation and Trenches

Areas that have been excavated or trenched must be clearly marked and secured to prevent pedestrian injuries. Cones and fencing must be provided by the contractor to secure these areas. All excavations will be shored by the contractor per federal and state requirements.

Motorized Equipment

When equipment is shut down for the night, weekends, etc., keys should be removed. Buckets should be lowered to the ground and equipment immobilized so that youngsters or vandals cannot operate the equipment.

All engines shall be shut off when refueling.

Only authorized and properly instructed employees shall operate machinery, equipment, tools, or vehicles.

Hazardous Materials

Occasionally there is the need to use chemical compounds that are highly toxic. Make sure that employees are familiar with the material procedures and that adequate personal protective equipment is provided. If it is necessary for other personnel to work in the immediate area, make sure that they are well aware of the hazard and precautions are taken. In addition, it is the contractor's responsibility to comply with the Hazardous Communications laws. M.S.D.S. **MUST** be provided to Campus Services and should be kept with respective toxic materials. **(Any spills should be reported immediately to Campus Services at 829-6420.)**

Housekeeping

Contractors are responsible for housekeeping conditions in their respective work areas and employee assembly areas. To the degree possible, aisles should be maintained through the work area for the benefit of your personnel and others who must use the area.

Refuse and scraps should not be allowed to accumulate, particularly when they interfere with work flow or create additional fire hazards. Contractors must provide their own vacuum cleaners and other equipment for clean up.

Continuous clean up of trash and spills on a daily basis will help reduce the exposure to accidents and fires, and make it easier for everyone to get their job done.

Electrical Equipment

Contractors are responsible for supply and maintenance of ground fault indicators and extension cords. Defective extension cords should be removed from service. OSHA requires daily inspection of extension cords for broken grounds, breaks on the insulation, etc., and requires testing of extension cords and tools on a quarterly basis to assure that grounds are operative, and GFI's are operational. Contractors are expected to comply with these requirements.

If temporary or special electric requirements are needed, they must be scheduled in advance with the campus electrician. Under no circumstances are contractors to attempt these hook-ups without prior approval.

Hot Work

The Contractor must submit a Hot Work program if Hot Work is to be performed. The purpose of this program is to establish written procedures to prevent fires resulting from any temporary operation involving open flames or producing heat and/or sparks, as required by OSHA 29 CFR 1910.252, 29 CFR 1926.352 and NFPA Standard 51B. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding.

This program applies to work performed at Benedictine University by contractors working in University buildings. Some areas where work may be performed include: Carpentry Shop, Grounds Shop, Electrical Shop and Powerhouse.

Hazardous Energy Control

OSHA Standard 29 CFR Part 1910.147 contains guidelines regarding the control of any hazardous energy. This stored energy includes mechanical motion, potential energy due to pressure, gravity, or springs, electrical energy, and thermal energy resulting from high or low temperatures. This energy must be controlled using proper lock out/tag out procedures as outlined by OSHA. Campus Services should be notified when equipment has been de-energized and re-energized.

Utilities

Equipment operators and truck drivers should be cautioned not to operate closer than recommended distances from overhead electrical wires. If work is required within close proximity to these wires, consult with Campus Services about the possibility of relocating, de-energizing, or insulating wires to protect personnel. **Also, any campus utility interruption or shut down must be scheduled at least 72 hours in advance so that the campus community may be properly notified.**

Fire Protection

Gasoline and other flammables must be kept in approved containers, and storage requirements for quantities and types used should comply with federal and local regulations.

“No Smoking” signs should be posted and obeyed in areas where flammables are stored or used.

Fire extinguishers should be present when torches, welding, or other flammable processes are used.

Smoking is not permitted in any public buildings on campus.

Buildings on campus are equipped with smoke detection equipment which is tied into the campus fire alarm. This equipment is sensitive to smoke and dust. If you are engaging in any work that causes smoke or heavy dust (i.e., welding or demolition) you must notify Campus Services. Failure to do so may result in contractor backcharges.

Minimum Insurance Requirements

Benedictine University

CATEGORY 3

Minimum Insurance Standards for University contractors:

- I. A. Required Coverage's
 1. Commercial General Liability

Bodily Injury and Property Damage Limit	1,000,000 each occurrence
Products/Completed Operations Limit	1,000,000 aggregate
Personal Injury and Advertising Injury Limit	1,000,000 each person or organization
General Aggregate Limit	2,000,000 each project
 2. Automobile Liability
Owned, Hired and Non-Owned Autos
(Symbol "1" on Business Auto policies)

Combined Single Limit for Bodily Injury and Property Damage	1,000,000 each occurrence
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 3. Excess "Umbrella" Liability
Combined Single Limit for Bodily Injury and Property Damage

	1,000,000 each occurrence
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 4. Workers' Compensation and Employers' Liability

Statutory coverage complying with the Illinois Workers' Compensation Law
 5. Professional Liability (where Necessary, e.g. Architects, Engineers, etc.)

	1,000,000 each occurrence and aggregate
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- B. All insurance carriers providing the above coverage's for the contractor must be licensed to do so in the State of Illinois and must be otherwise acceptable to the Controller of Benedictine University.
- C. Benedictine University must be named as an Additional Insured under all policies listed in A1 and A3 above in connection with the work being performed.

- D. Completed Operations coverage's must be maintained and evidenced for at least two (2) years after completion of the project.
- E. Certificates of Insurance must be provided to and approved by the Controller of Benedictine University prior to commencing work under the contract. If the required policy expires or is cancelled during the term of the contract, the contractor shall immediately furnish an original Certificate of Insurance evidencing proper renewal or replacement of the policy.
- F. At least 30 days advance written notice of the cancellation, non-renewal or material change of any of the required coverage will be provided to the Controller of Benedictine University.
- G. It is expressly understood and agreed by the contractor that the insurance requirements specified above contemplates the use of occurrence liability forms. If claims-made coverage is evidenced to satisfy any of these requirements the contractor shall comply with the following requirements:
 - (1) If the claims-made coverage terms designate a specific retroactive date, the contractor shall maintain a retroactive date which is not later than the earlier of (a) the date of the commencement of the term of this agreement, or (b) the original coverage retroactive date for the Contractor's first claims-made policy for each and every coverage provided on a claims-made basis.
 - (2) For the duration of this contract if the retroactive date is advanced or if the policy is non-renewed, cancelled or is otherwise materially changed, the contractor agrees to purchase, at its own expense, an Extended Reporting Endorsement. This endorsement must provide for an extended reporting period ("Tail" coverage) in compliance with the minimum standards promulgated by the Insurance Department of the State of Illinois
 - (3) Upon termination of the services provided to Benedictine University by the contractor, it is agreed that such claims-made coverage will be maintained without interruption for a period of time equal to the length of any Extended Reporting period requirement as cited above. If the retroactive date is advanced or if the policy is non-renewed, cancelled, or is otherwise materially changed during this period of time, the contractor agrees to purchase, at its own expense, an Extended Reporting Period Endorsement that is in compliance with the minimum insurance standards promulgated by the Insurance Department of the State of Illinois.

II. Indemnification

The contractor shall defend, indemnify, and hold harmless the Benedictine University and its officers, employees, and agents from all claims, actions, liabilities, damages, costs, and expenses (including, but not limited to, attorneys' fees) of every nature and description arising out of or related to the services rendered by the contractor. This paragraph shall survive the termination or expiration of this agreement requiring the contractor to maintain specific insurance coverage's.

Campus Services Procedures & Safety Policies for Contractors

ACKNOWLEDGEMENT:

I, _____ have read and agree to the terms and conditions set forth in the Benedictine University Campus Services Procedures and Safety Policies for Contractors.

CONTRACTOR COMPANY NAME:

Contractor's Representative (Print)

Contractor's Representative Signature

Date

If you have any questions/concerns please contact Campus Services by calling 630-829-6420.

FAX SIGNED COPY TO:

ATTENTION: CAMPUS SERVICES
FAX NUMBER: 630-829-6423