

Effective: October 1, 2017

Safety Supplement

Contractors and contractor personnel are responsible for maintaining a safe working environment and following safe work practices while performing work at Battelle.

Questions regarding safety and health issues should be addressed to the Battelle staff member coordinating the work. If he/she is unavailable, contact a Battelle Safety and Health Representative (extension 4-3059) or Facilities (extension 4-7272).

Emergency Evacuation | Notification

Contractors shall familiarize themselves with posted EXIT and EMERGENCY EVACUATION ROUTE signs. If training is needed regarding Battelle's Emergency Action Plan, please call Safety and Health at 4-3059 to make training arrangements.

- For medical and other emergencies at the King Avenue location, call 4-4444 from a campus phone or 614-424-4444 from an outside line.
- For medical and other emergencies at West Jefferson, call 4-5435 from a campus phone or 614-424-5435 from an outside line.

Fire Prevention

Fire/Hot Work Permit

The contractors' on-site supervisor shall initiate and complete a Fire Hot Work Permit for each job or task which involves welding, cutting, open flames, and other spark-producing devices. Contractors must consult with the assigned Facilities Engineering and Operations Representative for instructions.

Fire Extinguishers

The contractor shall maintain appropriate fire extinguishing equipment in the immediate vicinity of each operation which involves the use of ignition sources in the presence of combustible or flammable substances.

Fire Watch

Where the potential for fire exists, the contractor must station a qualified person to act as a **FIRE WATCH** at each operation involving the generation of sparks or open flames. A **FIRE WATCH** will act to prevent fires from occurring in the immediate area and adjacent spaces, and will remain until 30-minutes after open flames are extinguished.

Fire Incidents

All fires, no matter how small, must be reported to the Battelle Facilities Engineering and Operations Representative and/or Safety and Health.

Look Out | Tag Out

Isolate all sources of energy before beginning repair or maintenance work on machinery and equipment. All machinery and equipment shall be locked out and tagged out of service to protect against accidental or inadvertent operation when such operation could cause injury to contractor or Battelle staff. Do not attempt to operate any switch, valve, or other energy-isolating device when it is locked or tagged out of service.

Confined Spaces

Contractors must receive confined space entry permits through their company's Safety Officer or Department. The Facilities Engineering and Operations Representative for the project is to verify the contractor's procedure is followed.

Confined spaces are areas that: (a) have limited opening for all entry and exit, (b) may contain or produce toxic air contaminants, (c) may have a high concentration of an inert gas, (d) are not intended for continuous occupancy, or (e) may have an oxygen-deficient atmosphere.

Examples of confined spaces (whether posted or not) include: storage tanks, process vessels, pits, vats, vaults, sewers, tunnels, manholes, cells, ducts, and rooms with less than proper size opening for easy access or no mechanical ventilation.

General Procedures

Compliance with Applicable Regulations

The contractor shall comply with all applicable laws, regulations, and ordinances for the health and safety of the contractor's personnel, Battelle staff, the public, and protection of the environment.

Use of Equipment

It is the responsibility of the contractor to provide all of the equipment necessary to perform the duties as identified in the contract.

Hazard Communication

The contractor is responsible for complying with all applicable sections of the Occupational Safety and Health Administration's (OSHA) 29 Code of Federal Regulations, 1910.1200, Hazardous Communication Standard. The following elements must be included in the education and training programs for contractor personnel: Nature and Hazards of Chemicals, Labeling, Material Safety Data Sheets, and Emergency Response Activities.

Instructions, Signs, and Tags

The contractor must obey the instructions on signs, posting, and tags while on Battelle's property. This includes all laboratories and other posted areas requiring staff to wear safety glasses and/or laboratory coats. If conditions, operations, or circumstances render following safety instructions impractical or hazardous, contractor personnel must immediately notify the coordinating Facilities Engineering and Operations Representative.

Standard Safe Practices

The Contractor shall comply with OSHA regulations. Safe Work Practices of particular concern include, but are not limited to the following:

- Personnel Protective Equipment (PPE)
- Use and Maintenance of Tools and Equipment
- Use and Maintenance of Ladders, Scaffolds, and Overhead Protection
- Electrical Safety and Maintenance of Electrical Equipment
- Handling and Storage Materials
- Relevant Safety Data Sheet on site
- Procedures for Welding and Cutting
- Hazardous Waste Operations (HAZWOPER) Training
- Asbestos Awareness Training
- Respiratory Protection
- Hearing Conservation

Routing Traffic Around Hazardous Areas

When contractor personnel are performing operations which may cause injury to passing persons, contractor personnel shall inform the coordinating Facilities Engineering and Operations Representative. Contractor personnel are also responsible for taking the proper precautions to block off the necessary areas, post signs which indicate the risk, and direct traffic through alternate routes.

Housekeeping

Contractors are expected to keep their designated work area in a clean and orderly condition at all times. At a minimum, the work area must be inspected daily. Any trash or construction-related debris must be immediately deposited into proper receptacles.

Battelle Policy prohibits tobacco use on Battelle's premises, including parking lots.