

1.0 Introduction

This manual has been developed as part of the Weill Cornell Medicine (WCM) Environmental Health and Safety (EHS) Program. It outlines the minimum safety requirements for all contractors working on campus, and the responsibilities of both WCM Project Managers and/or Hiring Departments who supervise or oversee activities they perform.

EHS updates this plan regularly. The newest version is available on the EHS website, or by requesting a copy from EHS.

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3.0 Objective

The primary goal of this program is to provide consistent information about the minimum EHS safety requirements for contractors performing work at WCM facilities.

4.0 Applicability

This manual applies to all work performed by outside vendors (Contractors).

The requirement to conduct an Infection Control Risk Assessment (ICRA) applies to all activities at WCM that could potentially:

- create dust which can either cause illness and/or discomfort,
- damage or destroy research materials or equipment, or
- impact life safety protections such as fire detection systems or emergency evacuation routes.

In addition to the requirements of this manual, contractors are expected to comply with all federal, state, and local laws, codes, and standards.

5.0 Roles and Responsibilities

5.1 ENVIRONMENTAL HEALTH AND SAFETY (EHS)

The Department of Environmental Health and Safety at WCM will:

- Develop the Contractor Safety Program, review the manual annually, and update as required.
- Assist the WCM community in the implementation of this program.
- Provide or coordinate general training for groups on the program's content as requested.
- Review construction, renovation, and repair projects with the Project Manager or Hiring Department and assist with completion of the ICRA to determine risk mitigation measures.
- Review and approve dust control and interim life safety measures when such controls are required prior to the start of any work.
- Periodically inspect work sites for compliance with required dust control plans and interim life safety measures.

5.2 PROJECT MANAGERS / HIRING DEPARTMENT (WCM SUPERVISOR OF CONTRACTOR'S WORK)

The WCM Department administering the project or supervising the contractor's work must:

- Identify at-risk work (construction, renovation, and demolition activities that will create dust or affect fire safety).
- When at-risk work is identified, submit a scope of work to EHS for review that accurately describes the location and the work to be performed.
- Initiate an ICRA in the design and planning phase for such projects.
- Submit a dust control plan and interim life safety measures to EHS for approval, if required by the ICRA.
- Ensure that contract documents obligate contractors to implement all necessary dust control and interim life safety measures when required by including appropriate language in all contracts.
- Routinely monitor for contractor compliance with this program.

5.3 CONTRACTORS

All contractors performing demolition or construction activities must:

- Follow guidelines, policies, and procedures outlined in this program, as well as all applicable health and safety requirements of the job.
- Provide equipment and materials for compliance with the risk mitigation requirements as outlined in the ICRA determination.
- Where required, perform daily inspections of dust containment and interim life safety measures, log results, and initiate corrections when deficiencies are found.

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- Obtain any FDNY permits required and maintain copies of such onsite. Copies of all FDNY permits obtained must also be provided to EHS.
- Maintain Safety Data Sheets onsite and make available for any and all hazardous chemicals utilized for the job/project that will be brought onto campus.

6.0 Administrative Requirements

6.1 REQUIRED NOTIFICATIONS

All safety-related incidents that involve contractors or that occur at contractor-controlled jobsites must be immediately reported to EHS (646-962-7233).

Examples of such incidents that require immediate notification include but are not limited to:

- Accidents that result in injuries or damage to property
- Dust or odor release to areas outside of contractor-controlled jobsites
- Fires
- Gas or chemical odors
- Chemical Spills
- High-hazard work in occupied areas

Contractors must notify EHS in advance of any scheduled Regulatory inspection (OSHA, FDNY, NYC DOE, etc.). They must also inform EHS of any unannounced inspection immediately.

For emergencies, contractors should always follow their company and any site-specific emergency procedures. An EHS notification process/procedure must be incorporated into all contractors' emergency protocols for any WCM construction projects.

6.1.1 Utility Shutdowns, Interruptions, or Damage

Utility shutdowns must be coordinated with WCM Engineering & Maintenance (E&M) in accordance with the E&M Utility Shutdown Request Policy. Unplanned interruptions or damages must be immediately reported to E&M at 212-746-2288.

The project manager must submit a Utility Shutdown Request (USR) to Engineering & Maintenance (E&M) at least two weeks in advance for all planned shutdowns of fire alarm, sprinkler, or standpipe systems. Do not submit the USR directly to EHS.

- E&M will route the shutdown request to EHS.
- If approved, E&M will schedule the shutdown and route the shutdown request back to the project manager.

The project manager must also submit shop drawings or a detailed scope of the work to be accomplished during the shutdown. This can be attached to the utility shutdown request or submitted directly to EHS at <u>fire@med.cornell.edu</u>. The shutdown request will not be approved until shop drawings or scope of work are provided to EHS and reviewed.

6.2 OCCUPATIONAL INJURY / ILLNESS, INCIDENTS, AND NEAR MISSES

In most cases, contractors are responsible for maintaining the OSHA 300 log for their employees. However, any incident involving an occupational-related injury, illness, or near miss occurring on the jobsite must be reported to EHS immediately.

The contractor is responsible for conducting a thorough investigation of every occupational injury, illness, or near miss to determine root cause(s) and actions to prevent recurrence. Copies of any incident report, interview, or any other related documentation must be provided to EHS.

EHS may conduct its own separate investigation. If it is determined at the conclusion of this investigation that the incident may have been caused by the contractors' negligence, then the contractor may be subject to disciplinary action by WCM or potentially be removed from the approved contractor list, barring the contractor from bidding on any future projects.

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6.3 SITE SAFETY ORIENTATION

- Project Managers/Hiring Department Supervisors must provide their contractor(s) with the following:
 - The Building-Specific Fire Safety and Evacuation Procedure for the building where the project or work is taking place.
 These procedures can be found in the <u>WCM Fire Safety and Emergency Action Plan</u> Manual.
 - This Contractor Safety Manual, as well as any other relevant WCM safe-work practices documentation (i.e., Hazard Communications Program, Confined Space Manual, etc.).
 - Information on specific hazards, if any, in or around the jobsite (e.g., hazardous chemical storage or use, the presence of MRI or NMR scanners, etc.).
- Contractors are required to conduct a safety orientation for their employees. This orientation must cover at a minimum:
 - Specific fire reporting and evacuation procedures for the facility where the work is being performed.
 - Dust control plan, if required for the work/project.
 - Logistics plan, if required for the work/project.
 - Contractor safety programs.
 - Hazard Communication information, if working with or in locations where hazardous materials are used/stored.
 - EHS Health and Safety Door signs, if work is performed within or near any identified laboratory.
 - MRI/NMR Safety, if applicable.

Contractors must document all safety orientations conducted. Documentation must be available for review upon request.

6.4 SIGNAGE

6.4.1 Telephone Numbers

Contractors are responsible for addressing any emergency repairs and providing emergency response for issues that arise because of work being performed by the contractor on the jobsite, during business hours, and off-hours.

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For construction projects, the contractor MUST post an accurate list of all emergency contact information, including availability and multiple contact telephone numbers. This is critical to ensure that at any time, day or night, a responsible person can be reached to address any type of emergency that may arise.

The emergency contact list MUST be permanently affixed, using durable material, on the occupant side of each entrance to the jobsite.

For contractors performing services other than construction, a list of all emergency contact information, including availability and multiple contact telephone numbers must be provided to the WCM Hiring Department Supervisor and updated as necessary.

6.4.2 Contractor Incident Reporting

Contractors who maintain a field office in any WCM facility must post the Contractor Incident Reporting Bulletin found in <u>Appendix B</u>.

6.4.3 Construction Signage

The Project Manager or Hiring Department Supervisor will ensure that the following construction signage is posted at each entrance to a construction project. Examples of required signage can be found in <u>Appendix C & D</u>.

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- Notice Construction Area Emergency Contact Information (The Project Manager or Hiring Department must complete this signage prior to posting)
- Caution No Access Authorized Personnel Only No Smoking Hard Hats & Safety Glasses Required.

6.5 RECORD RETENTION

The contractor must maintain records of all worksite safety inspections, training, fire watch logs, and any other record required by this program. Copies of these records must be available at the worksite for the duration of the project, and be made available to the PM, Hiring Department Supervisor or EHS upon request.

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7.0 Infection Control Risk Assessment (ICRA) Procedure

Contamination and disruptions to life safety protections associated with new construction, renovations, repairs, and other contractor activities are a concern due to the vulnerability of patients, occupants, research activities, and sensitive equipment near those activities. WCM policy establishes that all contractor activities that may generate dust, including all painting (with the use of anything other than water-based paint), varnishing, sealing, coating, etc., and construction projects be evaluated by the Project Team or Hiring Department Supervisor to determine any negative impact to adjacent occupied spaces.

The degree to which the activity or project will require dust and/or life safety hazard abatement measures is determined by conducting an ICRA. To document the assessment, an ICRA form must be completed. An example of the form can be found in <u>Appendix A</u> and is available to download and print on the <u>EHS website</u>. EHS will assist with the assessment upon request.

Although each project is unique in terms of required work and proximity to nearby patients, research activities, or sensitive equipment, certain general precautions are prudent. The objective of these guidelines and the ICRA form is to:

- Enhance the prevention of illness in patients or others who may be sensitive or otherwise allergic to materials found in or carried by dust.
- Prevent the loss or damage of sensitive research materials or equipment vital to WCM's medical research mission.
- Provide adequate temporary life safety protections where fire protection systems or emergency evacuation routes are impacted by construction activities.

Work or projects affecting multiple locations or multiple phases may require additional assessments to address all potential impacts related to the work or project. The dust mitigation measures are determined by completing the steps detailed below.

7.1 CONSTRUCTION TYPES

The first step is to determine the construction type. Examples of common activities in each type are provided on the ICRA form.

Work or construction types are classified as:

- **Type A**: Inspection and Non-invasive Activities.
- **Type B:** Small-scale, short-duration (<72 hours) activities, or activities which create minimal dust or fumes.
- Type C: Long-term activities (>72 hours), or activities that generate a moderate to high level of dust or fumes.
- **Type D:** Major demolition and construction projects.

7.2 WORK / CONSTRUCTION SITE RISKS

The PM or Hiring Department Supervisor, in consultation with impacted departments, if applicable, shall determine which classification of risk is appropriate for each project based on the type and location of the project.

Work/construction site risks are classified as:

- Low Risk: No patient care or occupancy, no laboratory research or materials present, and no high-value or critical equipment present.
- Medium Risk: Most active laboratories, outpatient occupancy areas, and support service areas. High-value or critical equipment is
 present but can be protected in a manner acceptable to the owner.
- High Risk: Clean Rooms, animal housing rooms, areas with high value/critical equipment subject to damage from dust, high-risk
 outpatient occupancy areas (e.g., oncology centers), and all inpatient areas.

7.3 DUST MITIGATION MEASURES MATRIX

The work/construction Site Risk (Low, Medium, or High) identified in the assessment process must be matched to the Construction Project Types (A, B, C, or D) on the following matrix to find the Class of Dust Mitigation Measures (I, II, III or IV) required.

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Site Bick Crown	Construction Project Type			
	Туре А	Туре В	Туре С	Type D
Low Risk	Class I	Class I	Class II	Class IV
Medium Risk	Class I	Class II	Class III	Class IV
High Risk	Class II	Class III/IV	Class III/IV	Class IV

7.4 DUST CONTROL PLAN

A written Dust Control Plan is required to be submitted to EHS for approval prior to the start of work when:

- The ICRA assessment determines that Type II, III, or IV risk mitigation measures are required to be taken, or
- Interim Life Safety Measures are required.

7.4.1 Components of a Dust Control Plan

The Dust Control Plan will incorporate the risk mitigation and interim life safety measures (see <u>Section 7.0</u>) as determined by the ICRA, and will specify and locate all components of containment required, including:

- Construction partitions
- Exhaust fans
- HEPA filters
- Walk-off mats
- Self-closing door hardware
- Material delivery routes
- Debris removal routes
- Traffic patterns for contractors/construction workers to avoid patient care areas
- Traffic patterns of patients, visitors, and healthcare workers to divert from work/construction sites
- Temporary life safety systems
- Any other measures deemed necessary.

7.4.2 Construction Partitions

- Barrier/partitions must be hard-walled for class II, III, and IV work projects or construction activities lasting over 72 hours.
- Fire-rated separations- see <u>Section 8.6</u>.

7.4.3 Access to Construction / Project Areas

Access into contractor-controlled construction/project areas must be limited to authorized personnel only.

The following rules must be followed at all times:

 Construction projects that open onto a common public corridor must be secured at all times. Doors leading into the worksite shall be self-closing and positive latching. Hasps and padlocks are not acceptable means of securing the work site unless approved by EHS.

 Once the space is given over to the contractor, all entrances must be immediately secured by the contractor through the installation of a unique and dedicated construction lock. Keys will be distributed to E&M, EHS, and Security upon installation.

7.4.4 Barricades and Fencing

Barricades act as warning devices alerting others of the hazards created by construction activities. They should be used to control traffic, both vehicular and pedestrian, safely through or around the work site.

Contractors must use barricades wherever necessary for the physical protection of people or property.

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Temporary cyclone fencing, plastic safety fencing, and portable manhole barricades are examples of acceptable barricading. Yellow caution tape and/or cones are not considered adequate barricades and should be used only until more suitable barricades can be erected. Signage and illumination should be used where appropriate.

At a minimum, contractors must barricade the following areas:

- Areas with temporary wiring operating at more than 600 volts.
- Work areas for electrical equipment with exposed energized parts.
- The swing radius of the rotating superstructure of cranes.
- Temporary wall or floor openings.

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7.5 DUST MITIGATION MEASURES

C	Class	During Work/Construction Project	Upon Completion of Work/Project
	I	 Execute work using methods to minimize rising dust from construction operations. Immediately replace ceiling tile(s) displaced for visual inspection. 	 The contractor will conduct cleaning with WCM-approved cleaning products.
	Ι	 Provide enclosure to control dust migration using mobile containment (such as <u>Kontrol Kubes</u>) or sheetrock, plywood, plastic (6-mil poly) to seal area from a non-work area with a HEPA vacuum continuously running to create negative pressure (Monitoring airflow direction is not required). Provide active means as described below to prevent airborne dust from dispersing: Water mist work surfaces to control dust while cutting. Seal unused doors with tape if high-risk site adjacent to the construction site. Place sticky mat at entrance and exit of the work area and change sticky mat when covered with dust. Provide dampen walk-off mats at fixed locations. If used must be kept damp. Contain construction debris (e.g., seal with plastic) before removal from site. Use only designated route/elevator to transport materials or construction debris. 	 Vacuum with HEPA filtered vacuum prior to removing the barrier.
		 Disconnect or isolate HVAC system <u>as approved by Engineering &</u> <u>Maintenance</u> where work is being done to prevent contamination of duct system or adjacent spaces. Complete all critical barriers, i.e., sheetrock, plywood, plastic (6-mil poly), to seal area from the non-work area, or implement Kontrol Kube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. Place dust mat at entrance and exit of the work area and replace or clean when no longer effective. Maintain negative air pressure within the work site (> 0.01" water) utilizing HEPA-equipped air filtration units or other methods to maintain negative pressure. Re-circulating HEPA units may supplement dust control measures inside the work area. Additional HEPA filtration unit should be installed near all entrances and exits to the work area. The contractor will inspect all dust control equipment daily and log the results. Keep work area broom clean and remove debris daily. Contain construction debris (e.g., seal with plastic) prior to removal from site. Use only designated route/elevator to transport. 	 Do not remove barriers from work area until EHS inspects the completed project. Contractor to clean area with HEPA filtered vacuum or wet mop as appropriate and to the satisfaction of the Project Manager. Remove isolation of HVAC system in areas where work was performed.
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7.6 CONTROL EQUIPMENT

It is the responsibility of the contractor performing the work to provide, utilize, and maintain all equipment and materials required by the Dust Control Plan.

- Certain specific types of dust control equipment may be required (i.e., Kontrol Kube) or equivalent.
- All HEPA filters shall have a pressure differential gauge or another indicator to show that it is functioning properly.
- The contractor shall ensure that any HEPA filtering equipment (filters, vacuums, etc.), when installed and in use, are being operated in accordance with the manufacturer's instructions.

7.7 IMPLEMENTATION

7.7.1 Preconstruction

• All personnel involved in the work, construction, or renovation activity are to be educated and trained in the Dust Control measures by their employer. Training must be documented by the employer.

- Prior to the start of work, the contractor must submit a Dust Control Plan for all work that, based on the results of the ICRA, requires class II, III, or IV dust mitigation measures and present the internal safety protocols to be used to ensure compliance with the plan.
- The contractor shall be authorized to begin work, removals, site demolition, and construction upon EHS acceptance of the site Dust Control installation and any required Interim Life Safety Measures.

7.7.2 Construction Phase

- EHS is authorized to stop work/construction if breaches in preventive measures arise on the work/construction site.
- Project Managers/Hiring Department Supervisors should routinely monitor their contractors for compliance with dust control procedures.

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- All windows, doors, air intake, and exhaust vents are to be sealed in areas of any facility adjacent to a building that is going to be demolished to prevent air leaks into high-risk areas.
- Continuity of services and systems must be maintained to ensure the ability of the ventilation system to produce the proper air exchange rates and pressure relationships in laboratories and patient care areas that are near renovations.

7.7.3 Post Work / Construction Phase

- The contractor must ensure that the work/construction site is thoroughly cleaned, including all horizontal surfaces, before any barrier is removed, and again after the barrier is removed and before patients are readmitted to the area. Allow time for all dust to settle before final cleaning is carried out.
- The PM/Hiring Department Supervisor is to conduct a final walk-through to ensure that all systems are functioning properly in the work/construction site and adjacent areas.

7.7.4 Additional Dust Control Measures

Special precautions must be followed during the demolition of water-damaged, wet vinyl, or gypsum wallboards that show evidence of mold growth. Before the removal of these items can take place, they must be sealed or sprayed with an approved disinfectant to prevent the release of spores.

8.0 Fire & Life Safety

The Project Manager/Hiring Department Supervisor must ensure that all work and dust control measures do not impact the life safety of occupants or building life safety systems. Step 4 in the ICRA form found in <u>Appendix A</u> must be utilized to perform the initial assessment of the impact caused by the work or construction. Where it is deemed that life safety systems or general life safety will be impacted, alternative life safety measures must be approved by EHS and implemented.

8.1 EGRESS

Where egress will be impacted by work, construction, or dust control measures, the design team or Hiring Department Supervisor must provide a plan to show approved code-compliant egress reconfigurations. This plan can consider providing fire-rated corridors where necessary to maintain required travel distances.

8.2 ADA ACCESS

Access to handicapped entrances must be maintained at all times during the course of a project. Alternative routes must be designated prior to the beginning of the project. A contingency plan must be completed if routes must be altered.

8.3 EXIT SIGNAGE

Exit signage must remain unobstructed. Where exits are redefined, new illuminated exit signage must be installed on the new egress paths. Existing exit signage that is no longer appropriate must be covered until the permanent egress paths are re-opened.

8.4 SPRINKLER / STANDPIPE SYSTEM IMPAIRMENT

Sprinklers and standpipes shall be maintained in good working order at all times. All planned removal from service of existing sprinkler and standpipe systems due to demolitions, gut rehabilitations, or any other reason that renders the existing system inoperable must be coordinated with EHS and may require notification to the fire department. EHS will make such notifications when necessary.

The project must implement a fire watch with fire guards possessing an F-01 for any impairment of a sprinkler or standpipe system. The fire watch must be maintained for the duration of the impairment.

8.5 FIRE ALARM SYSTEMS

The fire alarm system within the area of a project must remain operational throughout the work, or temporary measures such as the implementation of a fire watch must be instituted to provide equal protection. All temporary or interim safety measures must be approved by EHS.

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All temporary fire alarm devices must be designed and filed with the NYC DOB and FDNY as necessary. These systems must be maintained regularly and meet all Inspection Testing and Maintenance Requirements.

8.6 COMMISSIONING OF NEWLY INSTALLED OR MODIFIED FIRE ALARM SYSTEMS

The Project Manager must notify EHS when the installation of a new system or modifications to an existing system has been completed.

8.6.1 Fire Alarm System Pre-Testing

Before scheduling an FDNY acceptance inspection of the fire alarm system, pre-testing must be coordinated with EHS.

8.6.2 Duties

Environmental Health & Safety

Take building off-line with Central Station for the duration of the testing.

Project Manager

- Ensure contractors have completed installation or modifications to the fire alarm system before scheduling a pre-test.
- Coordinate pre-test date and time with EHS and building occupants (e.g., clinical/patient care areas).
- Schedule pre-test with fire alarm system vendor.
- Arrange for the appropriate trades and other parties to be present for both the pre-inspection and the FDNY acceptance inspection. This should include but not be limited to:
 - o General Contractor
 - o Electrical Contractor for the fire alarm installation or modification
 - o Fire Alarm Vendor
 - o Plumber to allow testing of waterflow devices if necessary
 - o Facilities Management & Campus Operations if necessary

8.6.3 Required Documentation

Project Managers must submit the following documentation to EHS prior to the pre-test:

- Digital copy of the final fire alarm system drawings with device locations
- For new systems device points list and all operational instructions and manuals
- For modifications to an existing system- Updated points list if appropriate

8.6.4 Pre-Test of Fire Alarm Systems in Occupied Buildings and Renovated Spaces

The following applies to the pre-testing of the fire alarm system in occupied buildings or spaces to minimize the impact on occupants:

- One of each type of initiating device will be tested with the alarm notification appliance (horn/strobe) activated. All remaining initiating devices will be tested with the alarm notification appliance silenced.
- One of each type of initiating device will be tested for trouble and supervisory conditions.
- All initiating devices shall be verified at the fire alarm panel for device type and location.

8.6.5 Pre-Test of Fire Alarm Systems in New Buildings

The following applies to the pre-testing of fire alarm systems in the new building:

Pre-test must be conducted prior to the system being placed into operation (going live).

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- Note- the fire alarm system cannot be considered operational just because of a successful pre-test. The FDNY must conduct an acceptance inspection and either pass the system or issue a Notice of Defect before the system can go "live" with Central Station.
- All initiating devices will be tested with alarm notification appliances (horns/strobes) active.
- All detectors, waterflows, and releasing devices will be fully tested as per the sequence of operation
- One of each type of initiating device will be tested for trouble/supervisory conditions
- Central Station must be contacted after testing to verify signals have been received.
- All required signage posted, e.g., fuse cutout, purge, etc.) must be displayed
- EHS staff must receive training on operating the panel prior to the system going live with Central Station

8.6.6 Completion of the Pre-Test

- Upon successful completion of the pre-test, project must provide documentation from the fire alarm vendor who installed the system which certifies that all devices are tied into the base building system, appropriate testing has been conducted, and that the system is fully functional, including any required tie-ins to security systems which must be fail-safe as appropriate or required.
- Upon receipt of the above documentation, the project can schedule an inspection by the FDNY for approval of the system or modifications to an existing system.
 - Project Managers must ensure that EHS, other appropriate WCM personnel, and contractors are available and will be present for the FDNY approval inspection.

8.6.7 Central Station Accounts for Newly Installed Fire Alarm Systems

- WCM EHS/FMCO are responsible for establishing the contract with a fire alarm vendor to maintain the new system.
- The fire alarm vendor establishes the contract with a certified Central Station Monitoring Company to monitor the system.
 - Nationwide is WCM's preferred vendor to maintain consistency with the monitoring of all our fire alarm systems.
 - The fire alarm vendor will provide the Central Station Monitoring Company's account number and contact numbers.
- The fire alarm vendor will provide the Central Station with the passcode to be used by the owner (WMC).
- The fire alarm vendor will test the connection and verify signals are received by the CS operator.

8.7 IDENTIFICATION OF OUT-OF-SERVICE FIRE PROTECTION SYSTEMS

When a sprinkler or standpipe system is taken fully or partially out of service, whether planned or unplanned, the "Out of Service" condition shall be immediately identified by placing signage at each fire department connection standpipe and sprinkler control valve and fire command center, indicating which fire protection system, or part thereof, is out of service.

- Sprinkler/Standpipe Systems- Facilities Management & Campus Operations will be responsible for posting of required tags at the main control valve and at any closed sectional valves serving areas affected. An appropriate color-coded disk must also be placed on all affected fire department connections.
- Fire Alarm Systems- EHS will post a notice at the Fire Alarm Control Panel of the "Out of Service" condition.

8.8 FIRE WATCH

In any occupancy where a required fire protection system (e.g., sprinkler system, fire alarm system, or standpipe system) is out of service, one or more persons holding an FDNY F-01 certificate of fitness for fire guard must maintain a fire watch. The fire watch must be maintained continuously, 24 hours a day, until such systems are restored to good working order.

Persons conducting a fire watch must:

- Continuously patrol the area affected by the out-of-service fire protection system.
- Be provided with at least one means to notify the fire department and WCM Security/EHS of a smoke or fire condition.
- Immediately report any fire to the fire department and staff on the premises.
- Be trained in the use of portable fire extinguishers and equipped with or made aware of the location of readily accessible portable fire extinguishers.
- Be responsible for extinguishing fires when they are limited in size and spread such that they can be readily extinguished using a
 portable fire extinguisher.

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- Maintain a record of such a fire watch on the premises during the fire watch.
- Have no other duties.

8.9 FIRE GUARD(S)

Fire guard(s) is/are required to be immediately available when the system is out of service.

For shutdowns associated with a construction project, the Project Manager/General Contractor can designate a trained and knowledgeable person who will be responsible for performing the duties of the fire guard for the first four hours in the area where the fire protection system is out of service; provided that:

- The individual is trained and knowledgeable in conducting a fire watch (see Section 8.7); and
- The floor area in which the fire protection system is out of service does not exceed 50,000 square feet.

After the initial four hours of an out-of-service condition, such patrols must only be conducted by fire guards holding the F-01 certificate of fitness from the FDNY. These fire guards must be provided by the project.

The number of fire guards required is dependent on the size of the area affected by the fire protection system that is out of service. The fire guard must patrol all areas in which the fire protection system is out of service at least once every hour.

Fire guard coverage is determined as follows:

- ≤50,000 ft² One fire guard
- ≥50,000 ft² One fire guard per 50,000 square feet

8.10 FIRE-RATED SEPARATIONS

Prior to the demolition of fire-rated walls/partitions/separations between a work/ construction area and an occupied space, a rated wall or barrier of equal or higher fire-rating must be installed. The occupied area must be separated from the work /construction area at all times with this fire-rated partition unless approved in writing by EHS. Fire-resistant plastic cannot be used to fulfill this requirement.

8.11 ELEVATORS

If elevator discharge on a construction floor is to be sealed off, it must be done in a manner that would prevent a person from exiting the elevator and becoming stranded between a barrier and the elevator shaft.

- Materials used to create the barrier must be non-combustible.
- The barrier must be constructed in such a manner that would allow the fire department to easily "push through" or otherwise pass through the barrier.
- A sign must be posted on the barrier that can be read from the elevator car that explains to the fire department how to pass through the barrier (see <u>Appendix E</u> for example).

8.12 HOT WORK

Hot work is defined as welding, cutting, soldering, brazing, grinding, and other forms of torch operations that introduce sparks or open flame to a work area. All hot work requires WCM authorization, regardless of the issuance of an FDNY permit or if the work will be performed inside or outside. Hot work authorization may also be required for non-fire-causing work (e.g., work involving excessive dust) that could trigger a fire alarm system.

All contractors that intend to perform hot work activities or activities that may generate or involve excessive dust at WCM must review the WCM <u>Hot Work Program</u> prior to commencing work.

All welding, cutting, brazing, soldering, and sweating will be done by permit only and with the prior knowledge and consent of EHS. Hot work being performed without the issuance of a hot work permit will be halted by EHS and may result in corrective action.

8.13 FLAMMABLE / COMBUSTIBLE LIQUIDS

Storage, handling, and use of flammable and combustible liquids shall be in accordance with the 2022 New York City Fire Code, FC 3305, FC 5706.2, and other provisions of FC Chapter 57 as may be applicable.

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8.14 POWDER-ACTUATED TOOL LOADS

Small arms ammunition must be stored, handled, and used for powder-actuated tool loads at a construction site in accordance with FC 5606.8:

- The main store of powder-actuated tool loads shall be kept in an approved locked metal box.
- The powder-actuated tool load storage box shall be kept away from heat and shall not be stored in the same storage area or storage facility containing compressed gases or flammable liquids.
- The storage area or storage facility in which the locked metal powder-actuated tool load box is stored shall bear a permanent sign bearing the words "DANGER-AMMUNITION" in 2-inch (51-mm) white letters on red background.
- Powder-actuated tools shall not be used in an explosive atmosphere.
- The certificate of fitness holder shall establish a safe zone behind a work area in which powder-actuated tools are to be used by evacuating the area, or placing a barrier constructed of ½-inch (12.7mm) steel plate.
- At least one portable fire extinguisher having a minimum 2-A rating shall be provided in the area where powder-actuated tool loads are stored.
- Storage of powder-actuated tool loads shall comply with the requirements of NFPA 495. Storage shall be limited to not more than seven hundred fifty thousand powder-actuated tool loads per premises, unless the fire department authorizes larger quantities.
- Powder-actuated tools shall be handled and used only by a certificate of fitness holder. The PM/Hiring Department Supervisor must be provided with and maintain a copy of the certificate of fitness.

8.15 SMOKING

Smoking is prohibited in all WCM buildings (including rooftops) during ALL phases of work or construction. Contractors must immediately and permanently remove any worker found smoking, including e-cigarettes, and report the incident to EHS.

8.16 GENERAL LIFE SAFETY PROHIBITIONS

The contractor is not allowed to:

- Block exit access, egress, or exit discharge.
- Wedge open fire or smoke doors.
- Remove or modify exit signage or emergency lighting unless approved by EHS.
- Remove fire extinguishers, smoke detectors, or any other signaling device, or any fire suppression equipment (without the prior knowledge and authorization of EHS).
- Compromise the fire rating of a partition, door, or other barrier to smoke and fire spread.
- Leave supplies, materials, tools, equipment, ladders, ropes, scaffolding or other objects in public or common areas, outside the work site, unattended for any length of time.

9.0 Housekeeping

9.1 HOUSEKEEPING PRACTICES – ALL CONTRACTORS

Contractors must comply with the following housekeeping regulations:

- Maintain the jobsite in a clean, uncluttered, and organized condition, free of the accumulation of unnecessary combustible material.
- Keep floor surfaces and corridors free of any slip, trip, and fall hazards, with exits maintained clear and unobstructed.
- Protect areas leading to and from the jobsite from damage and clean daily.
- Contractors and their employees must not walk through occupied areas of the building wearing dirty clothing and work shoes.
- Transport should be directly to and from the jobsite, preferably through the receiving area if the building has a receiving area or loading dock.
- Remove debris from the jobsite daily if possible, especially during demolition operations.

9.2 WASTE GENERATIONS & DISPOSAL

9.2.1 Non-Hazardous Waste

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Contractors are responsible for the disposal of all non-hazardous construction waste.

9.2.2 Hazardous Waste

All hazardous waste, as defined by the Environmental Protection Agency (EPA), will be reviewed on a case-by-case basis to determine whether the contractor or WCM will handle, prepare the shipment, and dispose of hazardous waste.

All contractors are required to comply with all laws governing the protection of the environment and proper handling, transporting, and disposal of all regular and hazardous waste. Contractors are also required to maintain all applicable permits and licenses required by federal, state, and local laws governing the collection, packaging, transportation, and disposal of all regular and hazardous waste.

The contractor is responsible for immediately contacting the EHS office whenever coming in contact with any hazardous material on the jobsite, and shall not handle the material until it is evaluated by EHS.

9.2.3 Recyclable Waste

EHS manages the collection and disposal of batteries, light bulbs, ballasts, and film containing silver, as well as lead and mercury devices (Manometers, thermometers, Thermostats).

For bulbs and ballasts, the Project Managers or Hiring Department must contact EHS to request containers and pickup.

For all other recyclable waste described above, the Project Managers or Hiring Department must submit a request for pickup through the <u>Salute Community Portal (salutesafety.com)</u>.

9.2.4 Computers and Other Electronics

For locations serviced by WCM Engineering & Maintenance (E&M), Project Manager/Hiring Department supervisor must submit a work order to WCM E&M to have electronics collected for recycling.

For locations not serviced by WCM E&M, contact EHS to arrange for the removal of electronics.

9.3 LABORATORY CLEANOUT

Laboratories that will be renovated or that are adjacent to renovations must be surveyed to determine the FDNY laboratory type (i.e., fire rating and sprinklers). The fire rating of laboratories adjacent to renovation projects must be maintained.

9.3.1 Lab Clearance

EHS must clear and close out any areas that were previously laboratories prior to the start of any demolition work, under the existing laboratory closeout procedure. Lab clearance involves a complete site inspection, followed by the issuance of a Laboratory Clearance Form by EHS. Principal Investigators currently occupying laboratories are responsible for leaving the laboratory in a state that qualifies for clearance. Prior coordination with existing laboratory occupants is critical to the clearance.

10.0 Safety Practices

WCM policies aim to comply with all OSHA standards, including the general duty clause. All contractors, sub-contractors, and their employees are expected to abide by these regulations and enforce these standards and practices.

EHS shall monitor and enforce compliance with all elements of the contractor safety program. EHS is vested with the authority to intervene when construction activities cause conditions that pose a danger to the health and safety of workers, WCM staff, visitors, and the general public or damage to WCM property.

When non-compliance issues are identified during monitoring activities, EHS staff will take all necessary steps to ensure that all violations are immediately corrected. Gross violations of the contractor safety program, including activities or behavior that is considered immediately dangerous to life and health, or repeat violations, will result in the cessation of contractor activities and the permanent removal of the offending contractor or worker(s).

10.1 ASBESTOS-CONTAINING MATERIALS (ACM)

Any contractor who comes in contact with material that may contain asbestos (except abatement contractors) must:

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- Alert Project Manager/Hiring Department Supervisor immediately of potential asbestos discovered in the course of their work.
- Prevent the disturbance or removal of potential ACM material until verified as non-ACM by EHS.
- Contractors should consult with their WCM Project Manager/Hiring Department Supervisor for further details.

10.2 CRANES / MATERIAL HOISTS

Any project involving the use of a crane requires proper coordination in advance. Such planning must address the use of flagmen, street and sidewalk permits, sidewalk closures, evacuations, etc. A logistics plan that addresses these concerns must be submitted to EHS for review.

- Inspection/maintenance reports, yearly inspection certificate, and the operator's license must be on site with the equipment and available for review.
- Accessible areas within the swing radius of the body of a revolving crane must be physically guarded, or other equally effective means must be taken during operations.

10.3 CONFINED SPACES

Contractors are prohibited from entering "Permit-Required" confined spaces without approval from EHS. An inventory of all confined spaces classified by EHS as being "permit-required" can be found in WCM's Confined Space Manual.

The Project Manager/Hiring Department Supervisor must provide advanced notice to EHS of any intent to enter such a space for any reason, and ensure that contractors whose work will require entry into a permit- required space comply with Section 12.0 of <u>WCM</u> <u>Confined Space Manual</u>.

10.4 CONTROLLED ACCESS SPACES

Engineering spaces on campus that do not fit the definition of a confined space but pose unique hazards to personnel working within the space have been classified as "Controlled Access Spaces." Controlled Access Spaces will be identified by signage.

Controlled Access Spaces include but are not limited to the following locations:

- Belfer Research Building (BRB):
 - B2M
 - B3M
- Throughout on- and off-campus buildings:
 - Vertical utility shafts

10.4.1 Two Person Policy

A minimum of two persons/employees are required to be present at the jobsite at all times when performing any of the following tasks are performed, or when any of the following conditions exist:

- Work that requires control of energy sources (Lockout/Tagout).
- Work on chemical feed system.
- Work on piped gas systems.
- Hot Work.
- When fall protection is required.
- Where catwalks are present, any work that cannot be fully performed from the catwalk.
- When guardrails or catwalk gratings must be removed, and the removal of such creates the potential to fall off the catwalk and into the surrounding space.
- When there is no means to communicate or summon help in the event of an emergency without leaving the space.
- When entry has to be made into any vertical utility shaft.

The purpose of having a second person present is to provide manpower that can provide immediate assistance or summon help in the event of an emergency. When work is to be done in a vertical utility shaft, the second person should remain outside the space.

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10.4.2 Hazard Assessment

Prior to commencement of work in a controlled access space, contractors are required to provide EHS with a written hazard assessment for review.

The assessment must address:

- The hazards of the space and of the work to be done within the space.
- For each hazard identified, a means of controlling or eliminating the hazard.
- The means to be used to summon assistance in the event of an emergency.

10.5 ELECTRICAL POWER REQUIREMENTS

Any tools and systems requiring electricity must adhere to these guidelines:

- All electrical connections, materials, and hook-ups shall conform to all federal, state, and local standards.
- All temporary lighting and services required for the project shall be provided and maintained by the contractor. Upon completion of the project, the contractor shall remove all temporary services and restore tie-in points to original condition.
- All electrical equipment, including portable tools, shall be grounded or double-insulated.
- All power hand tools, and extension cords connected to temporary electricity are required to be ground-fault circuit interrupter (GFCI) protected.

10.6 ENERGY CONTROL (LOCKOUT / TAGOUT)

Energy Control (Lockout/Tagout) is a program intended to prevent the unexpected energizing or the release of stored energy in machines or equipment on which servicing, and maintenance are being performed by employees.

Outside personnel or contractors involved in service, maintenance, or construction operations that require control of hazardous energy sources must review the <u>WCM Energy Control Lockout/Tagout Program</u> prior to beginning work activities, and adhere to the following requirements:

- Coordinate the lockout with Facilities Management & Campus Operations or the affected department.
- Contractors must provide their own multiple lockout device(s), keys and tag(s).
- WCM machinery, equipment, processes, or utilities shall only be de-energized and re-energized by WCM E&M personnel.
- When lockout of WCM-operated machinery, equipment, or utilities is performed, A WCM lock installed by WCM E&M personnel will be placed first on the contractor's multiple lockout device.
- Upon returning the machinery, equipment, or utility to service, WCM FMCO personnel shall be the last to remove their lock.

10.7 MRI/NMR SAFETY

MRI and NMR units present unique and specific hazards, even when work is not being done directly on the machine. **MRI and NMR** scanners contain extremely powerful magnets that generate a magnetic field with boundaries that cannot be seen or felt. Should tools or equipment containing ferrous metals cross that invisible boundary, they will be drawn into the magnet with uncontrollable force and speed, which can result in damage to the scanner, severe injury or even death.

10.7.1 General Contractor's Responsibilities

When work must be performed on floors containing MRI or NMR scanners, the General Contractor must:

- Brief all sub-contractors on the presence of the scanners and the hazards they present. This briefing must be documented and maintained in the field office. EHS will assist in this briefing upon request.
- Ensure MRI-safe tools and equipment are available when work is to be done in any room containing MRI or NMR scanners.
- Ensure no equipment, tools, or materials containing ferrous metals are brought into a room containing an operational MRI or NMR scanner.
- Provide only MRI-Safe fire extinguishers when working on a floor containing an MRI or NMR.
- Where MRI or NMR scanners are being installed:
 - Metal detectors must be installed, and operational before the magnet on the scanner is made operational.
 - Signage must be posted indicating the status of the magnet (i.e., operational or powered down).

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10.8 FALL PROTECTION

Fall protection must be implemented by contractors when work is performed on elevated surfaces that are:

- Four feet (General Industry) or six feet (Construction Standard), or more above the surrounding area without adequate guardrail systems, or
- Within six feet of an unprotected floor opening, wall opening, suspended platform sloped roof, or roof edge.
- (Exception Scaffolding, fall protection is required for each worker on a scaffold more than 10 feet above a lower level)

The contractor must analyze the work site, the potential hazards, and the magnitude of possible injury to workers in assessing which type of fall protection system should be used.

When using a personal fall arrest system, the contractor worker must be anchored off by at least one connection between his/her body harness and a secured anchor at all times. The anchor or fall protection device must meet all OSHA and other applicable regulatory requirements.

10.9 HAZARD COMMUNICATION (RIGHT-TO-KNOW) & SPILL PREVENTION

All contractors must comply with the <u>WCM Chemical Hazard Communication Program</u> and review the program prior to commencing work.

If hazardous materials are being used on the work site, contractors are required to:

- Maintain an inventory of all hazardous chemicals used on the jobsite.
- Maintain SDSs on-site and have readily accessible for all hazardous chemicals listed on the inventory
- Provide secondary containment pallets for all liquid hazardous chemicals stored on-site.
- Have readily available equipment (e.g., Absorbent pads/booms, speedy-dry) that is suitable and sufficient to control a potential spill/release.
- Clean up any spills created or caused.

Contractors must alert EHS immediately upon discovering a spill. If the spill occurs after hours, contractors must contact NYP Security.

10.10 LADDERS / ELEVATED WORK PROGRAMS

Use of WCM-owned ladders is prohibited. Contractors must provide all ladders necessary to complete the task or job.

The use of WCM elevating work platforms (Genie or Scissor Lifts) is prohibited unless the lift is operated by trained WCM personnel.

10.10.1 Ladders

All ladders shall be, as a minimum, Type 1 or Type 1A construction made of fiberglass or wood suitable in size and rating for the application. Metal ladders are prohibited. All ladders shall comply with all OSHA requirements.

Compliant Ladder Sizes:

- Portable stepladders longer than 20 feet are not allowed.
- Single ladders must not be longer than 30 feet.
- Extension ladders must not be longer than 60 feet.

10.10.2 Elevating Work Platforms

- Contractors must keep both feet firmly positioned on the platform floor when working from an elevating work platform.
- The use of ladders, boxes, steps, planks, or similar items on an elevating work platform to provide additional reach is prohibited.

10.11 LEAD MANAGEMENT

Project Manager/Hiring Department Supervisor must notify EHS of all work that may affect materials containing lead or of potential lead-generating activities when developing reviewing or assessing construction plans and/or activities.

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Further requirements are detailed in the WCM Lead Management Program.

10.12 SCAFFOLDING AND SIDEWALK SHEDS

10.12.1 Scaffolding

The contractor must provide all scaffold components and ensure that only competent personnel perform erection and dismantling.

- All scaffolds with wheels shall have locking devices.
- All scaffolds greater than 10 feet in height must be equipped with toe boards, as well as mid and upper rails on each working level.
- All supported scaffolds must be inspected daily, and the results of these inspections must be recorded in a maintenance log, readily available on-site at all times.
- Contractors must ensure that all workers on a supported scaffold have a current Supported Scaffold User Certificate.
- Contractors must ensure that anyone not having such a certificate is prohibited from accessing or working on a supported scaffold.
- A user certificate must be obtained from OSHA, an OSHA-trained or certified provider, or a provider of a four- (4) hour training course that has been reviewed by the New York City Department of Buildings.

10.12.2 Sidewalk Sheds

Sidewalk sheds provide overhead protection for the public during work on a building's façade, or when there are construction activities overhead that present a public safety hazard. The assembling, erecting, maintenance and removal of sidewalk sheds must be carefully coordinated to ensure that the risks associated with this type of activity are controlled and minimized.

The following procedure must be followed when using sidewalk sheds during construction or repair projects:

- A coordination meeting needs to be arranged between Facilities, EHS, and the general contractor. The meeting will include a brief walkthrough of the location.
- Appropriate fall protection must be utilized during all phases of assembly and disassembly of the shed.
- During the construction and dismantling of the shed, a representative of the general contractor needs to be present to provide coordination at the work site.
- Materials should not be hoisted near or over the pedestrian street crossing.
- Flagmen are required to control the flow of pedestrian movement in and around the work site as the components of the shed are assembled, erected, and dismantled. If necessary to provide public safety, pedestrians should be diverted from walking under the shed until boards and decking are installed or removed and all overhead hazards eliminated.
- Lighting must be installed and operational before the shed is decked. If decking is required in order to install the lighting, it must be
 installed and operational on the first day of construction at all points beneath the shed that has been decked.
- The accumulation of debris in/on the shed needs to be limited and controlled through an appropriate schedule of waste removal developed by the contractor.
- Removal of the debris needs to be accomplished using a chute running from the top of the shed to the waste hauler in the street. At no time shall a contractor throw bags of debris into a truck below.
- Prior to dismantling, the top side of the shed needs to be swept clean as best as possible. To avoid fine particles of dirt becoming airborne, the contractor should wet the debris slightly to prevent exposure to pedestrians if possible.

10.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors must provide and enforce the wearing of appropriate Personal Protective Equipment (PPE) whenever it is necessary due to exposure to hazards on the jobsite.

At a minimum, all workers and visitors on the jobsite must wear:

- Hard Hats- Must always be worn at construction sites until the finished ceiling or equivalent has been installed. A hard hat must also
 protect all workers in areas where there is a possible danger of head injury from impact, from falling or flying objects, or from
 electrical shock and burns.
- Eye Protection- Safety glasses with side shields must be worn to protect against flying particles (e.g., nails, metal shavings, wood chips or sawdust).

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- Footwear- Leather work shoes are required. Sneakers are not permitted. Protective footwear (e.g., steel-toe boots, reinforced soles, insulated, etc.) must be worn in areas where there is a potential for foot injuries from falling or rolling objects, from objects piercing the sole, or from exposed energized electrical conductors that could contact the feet.
- Clothing- Pants must be worn while at a construction site. Shorts are not permitted.

11.0 Program Revisions

EHS will review this Program manual annually and revise it as needed to reflect any changes or issues identified.

12.0 References

- WCM Asbestos Management Program
 - WCM Chemical Hazard Communication Program for Non-Laboratories
- WCM Confined Space Program
- WCM Control of Energy (Lock Out / Tag Out) Program
- WCM Hot Work Permit Program
- WCM Lead Management Program

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Appendix A – Example Infection Control Risk Assessment (ICRA) Form

This form is available to download and print at https://ehs.weill.cornell.edu/sites/default/files/icra.pdf.

INFECTION CONTROL RISK ASSESSMENT (ICRA) FORM Project Name: Project Location: Project Location: Project Manager: Instructions for completing this form: The project team or hiring department supervisor must complete this form to determine the impact of the project or work on surrounding occupancies for both <u>migration of dust</u> and life safety measures. Provide a brief description of the work/project Select the appropriate "Risk" group using the table in Step 2 Select the appropriate "Risk" group using the table in Step 3 Use the matrix in Step 4 to determine the dust mitigation measures required for this work Complete Step 5 to identify any impact to life safety measures (i.e. routes of egress, penetration of fire rated barriers, impact to fire detection or suppression systems) Return completed form to EHS for review prior to the start of any work Step 1: Provide a brief description (scope) of the work/project:	nfection Control Risk Assessment Form ICRA)	
Project Name: Project Location: Project Location: Project Manager: Instructions for completing this form: The project team or hiring department supervisor must complete this form to determine the impact of the project or work on surrounding occupancies for both micration of dust and life safety measures. Provide a brief description of the work/project Select the appropriate "Type" of construction activity using the table in Step 2 Select the appropriate "Risk" group using the table in Step 3 Use the matrix in Step 4 to determine the dust mitigation measures required for this work Complete Step 5 to identify any impact to life safety measures (i.e. routes of egress, penetration of fire rated barriers, impact to fire detection or suppression systems) Return completed form to EHS for review prior to the start of any work Step 1: Provide a brief description (scope) of the work/project:	INFECTION CONTROL RISK ASSESSMENT (ICRA) FORM	
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Infection Control Risk Assessment Forr

Step 2: Determine Type of Project:

From the table below, select the type of project that best describes the work to be performed.

Type of Construction	Description	Example Activities
Туре А	Inspection and Non-Invasive Activities that does not generate dust or fumes, short term work only.	 Visual inspections including above the ceiling Painting (but not sanding) Minor electrical work Minor plumbing repairs
Туре В	Small scale, short duration (<72 hours) activities which creates minimal dust or fumes.	 Installation of telephone, electrical and computer cabling including within ceiling Access to chase spaces (i.e. a vertical shaft in a building or duct which connects floor to floor Cutting of walls or ceiling if dust migration can be controlled (e.g. HEPA Vac or wet sand)
Туре С	Longer term activities (>72 hours) or activities that generate a moderate to high level of dust or fumes.	Sanding of walls for painting or wall covering Removal of floor coverings, ceiling tiles and casework New wall construction Duct work Prolonged activities meaning demolition or removal of fixed building component or assembly if dust migration cannot be easily controlled
Type D	Major demolition and construction projects.	Extensive demolition New construction or extensive renovation

Step 3: Identify the Area Risk Group (Check appropriate Risk):

From the table below, identify the groups/spaces that are potentially impacted by the project. This should include all areas surrounding the project. If there is more than one risk group that will be affected, use the higher risk group.

Risk Group		Example of groups and/or spaces
Low	0	No patient care or occupancyNo laboratory research or materials present
Medium	\bigcirc	 Most active laboratories Outpatient areas, patient occupancy and support service areas
High	0	 Clean rooms Areas with high value equipment subject to damage from dust High risk outpatient and all inpatient areas

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Step 4: Determine Class (I – IV) of Risk Mitigation Measures Required:

Plot the risk mitigation measures required for this work/project.

Risk Mitigation Measures Matrix					
	Construction Project Type				
Area Risk Group	Туре А	Туре В	Type C	Type D	
Low Risk	Class I	Class I	Class II	Class IV	
Medium Risk	Class I	Class II	Class III	Class IV	
High Risk	Class II	Class III/IV	Class III/IV	Class IV	

Construction Project Type (enter selection from Step 2)	
Risk Group (enter selection form from Step 3)	
Class of Risk Mitigation Measures Required (from matrix above)	

All work/construction projects that require Class II, III or IV risk mitigation measures will require approval of a dust control plan prior to the start of work. Details of the dust mitigation measures required to be taken for each classification can be found in the Contractor's Safety Manual.

Step 5: Life Safety Assessment:

Li	fe Safety Assessment	Answer (Yes, No)	Alternative Measures If "YES" is answered for any questions in the life safety assessment, alternative life safety measures must be taken and documented in a plan submitted to EHS for approval. Examples of alternate measures are provided below.
1.	Will any existing required path of egress be obstructed or impacted by planned work or construction?		 If unable to maintain at least 36" path of egress, provide plan to show code compliant reconfiguration of path(s) of
2.	Will any existing exit signs need to be covered; removed or relocated?		egress. Existing exit signage that is no longer appropriate must be covered until the permanent paths of egress are open.
3.	Will new exit signage be required due to rerouting of a path or egress?		 Where exits are redefined, new illuminated exit signage must be installed on the new path(s) of egress.
4.	Will fire suppression system (wet/dry/pre-action sprinklers) be impaired during any part of planned work or construction?		 When impairments to either a fire alarm system or a fire suppression system will exceed four hours, a fire watch must be implemented by fire guard(s) possessing the appropriate FDNY Certificate of Finess.
5.	Will any component of a fire alarm system be impaired during any part of planned work or construction?		 The number fire guards required is contingent of the size of the space impacted by the impairment (ex. 1 fire guard per 50,000 sqf).

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6. Will any existing fire/smoke rated separation be impacted by planned work or construction?	 Prior to the demolition of a fire rated wall between a work/construction space and an occupied space of the building, a rated wall of equal or hire rating must be installed. Any penetration made through a fire rated barrier must be fire stopped immediately.
Will existing fire extinguishers be removed from the space during planned work or construction?	 Contractor must provide temporary fire extinguishers within the space. Extinguishers at a minimum must be rated 10 lb ABC type equipped with tamper seal and inspection tag.

Step 6: Sign-Off:

Project Team/Hiring Department Supervisor must complete this form to document the results of the assessment of the planned work/construction project. The completed form must be submitted to EHS prior to the start of the work/project.

PROJECT NA	ME/DESCRIPTION:	
Construction F	Project Type (A-D):	
Risk Group Cl	assification (Low-Medium-High):	
Risk Mitigation	n Measures Class (I – IV):	
Have any life	safety issues been identified through the Life Safety Assessme	ent? Yes No
The Project To Life Safety Me	eam / Hiring Department Supervisor must submit a written plan easures (ILSM) will be achieved to Environmental Health and S	detailing how dust/fume control and any required Interim Safety for any work that:
1.	Requires Class II, III, or IV risk mitigation measures, and/o	r
2.	Requires interim life safety measures	
Work cannot o	commence until the plan is approved by both EHS and the Proj	ect Manager.
Sign-Off:		
Project Manag	ger/Supervisor:	Date:

Environmental Health and Safety: Date:

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Appendix B – Example Contractor Incident Reporting Bulletin

This sign is available to download and print at https://ehs.weill.cornell.edu/sites/default/files/constincident.pdf.



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Appendix C – Example Construction / Project Emergency Contact Signage

This sign is available to download and print at

https://ehs.weill.cornell.edu/sites/default/files/construction_emergency_contacts_signage.pdf



PROJECT NAME LOCATION

Site Contacts

WCM Project Manager: PM NAME – PHONE NUMBER General Contractor: CONTRACTOR NAME Site Superintendent: SUPER NAME – PHONE NUMBER Off-Hours Contact: CONTACT NAME – PHONE NUMBER

Capital Planning: 212-746-4700 Environmental Health and Safety: 646-962-7233 Engineering and Maintenance: 212-746-2288

For all questions or issues with this construction project, contact the WCM Project Manager.

To report an accident, or safety issue contact Environmental Health and Safety.



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Appendix D – Example Construction No Access / PPE Signage

This sign is available to download and print at https://ehs.weill.cornell.edu/sites/default/files/constaccess.pdf.





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Appendix E – Example Elevator Barrier Signage

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