



SMU Contractors Safety Requirements Top 20

SMU seeks to engage contractors in an accident and incident-free workplace. SMU is committed to fully complying with all federal, state, and local regulations and university-wide policies and standards. These standards apply to all contractors, service providers, and vendors- they are not intended to be inclusive of all local, state, and federal laws and regulations that contractors are obligated to comply with.

SMU Office of Risk Management reserves the right to stop any unsafe work, request training documentation, incident reports, and safety procedures.

Below are SMU Safety Expectations:

1. Permit to Work System (PTW)

- a. SMU uses a PTW system to ensure the safety of everyone on campus. SMU Permits are required to be approved by the Office of Risk Management before the start of any hazardous work.
- b. The PTW Program applies to all SMU faculty, staff, and service providers who work under contract for SMU at all facilities owned and/or operated by SMU.
- c. Some exemptions for large new construction are made case by case with prior written approval.
 - SMU Permits can be requested in person or online:
 - **SMU Permits**
 - **Confined Space Entry** (*All Hazards Eliminated, Electrical Enclosed Spaces*)
 - **Permit-Required Confined Space** (*Active Hazard*)
 - **Ground Disturbance** (*When disturbing dirt more than 16" or concrete cutting*)
 - **High-Risk Operations** (*Any operation that potentially causes serious bodily injury or effect campus operations*)
 - **Hot Work** (*Any work that produces a spark, flame, or high heat*)
 - **Lock-Out Tag-Out Digital Tag** (*When controlling hazardous energy with a lock*)

2. Asbestos/ Mold / Lead

- a. Before conducting operations on any potentially Asbestos Containing Material (ACM), lead, or large amounts of mold, the contractor will coordinate with SMU ORM for future and past testing.

3. Control of Hazardous Energy:

- a. All operations that contain hazardous energy should use physical locks to eliminate the unexpected start of equipment.
- b. SMU also uses color identification locks and digital tags to help in Lock-out operations. (*More Information in Safety Program Webpage*)
- c. SMU requires before anyone can cut a lockout device on campus, a person from the SMU Office of Risk Management will document the process.



4. Confined Space

- a. SMU has many confined spaces on campus, most of which can be declassified.
- b. Before working in a confined space, the contractor will fill out an SMU Confined Space Permit.
- c. Contractors must also have the appropriate following gear depending on operations.
 - Four gas Meter
 - Full Body Harness
 - Retrieval system lifeline
 - A tripod retrieval system (*if primary or secondary exits are over 5 feet vertically*)
 - Ventilation blower
 - Communication Plan
 - Adequate Lighting

5. Cranes

- a. When operating a crane on campus, a High-Risk Permit shall be filled out.
- b. Lift plans shall be submitted to SMU ORM for review.

6. Electrical Safety

- a. Contractors shall not use any damaged electrical equipment, tools, or extension cords.
- b. All generators shall be grounded and checked by an electrician.
- c. SMU electricians shall supervise any electrical connections to buildings.
- d. Locked electrical room or panel doors will not be considered to meet the requirements of a Lock-Out / Tag Out program.
- e. No live electrical parts or rooms shall be left open or exposed to the public.

7. Electronic Devices:

- a. Except for hearing protection, no devices or equipment shall be placed in or over the ears.
- b. Portable radios, cell phones, or any other electronic devices shall not be used by the general workforce for any reason while in a construction/hard-hat areas or when working with equipment on campus.
- c. Phones and radios by supervision, project management, and safety persons are allowed for work-related and emergency communications only.
- d. Music devices with or without earpieces are prohibited by anyone in the construction area or when operating equipment on campus.

8. Emergency Action Plan:

- a. Contractors will have an emergency action plan (EAP) that is appropriate for their scope of work.
Common Sections for EAP: Serious Injuries, Muster Points, Fires, Weather, Technical Rescue (*Fall Protection & Confined Space*)
- b. All Emergencies **will** be reported to **SMU Police** Immediately: **(214) 768-3333**



9. FIRE:

- a. Before any sparking, burning, welding, or flame operations, contractors must receive a daily Hot Work permit issued by SMU ORM.
- b. The contractor shall make arrangements and equipment necessary to provide adequate fire protection during all project phases. This includes providing trained fire watch personal and additional fire extinguishers.
- c. Before any fire suppression system or fire alarm is taken off-line, the office ORM shall be notified.
- d. Contractors shall not bring more than 5 gallons of flammable chemicals into a building.

10. Fall Protection:

- a. Any walking/working surface that is equal to or greater than 4 feet (4') above the surrounding area shall present an unacceptable fall exposure unless it has all edges (sides and ends) protected by an attached guardrail system, fall arrest equipment, fall restraint equipment, fall capture netting, or is blocked off by an adjacent wall.
- b. An adjacent wall shall be continuous, structurally sound, and at least thirty-nine (39) vertical inches above the
- c. walking/working surface, and within eight (8) horizontal inches from the open edge.
- d. All holes or floor openings shall be adequately covered and labeled. "HOLE COVER"
- e. When working on a ladder near an edge, the ladder must be one foot away from the edge for every foot in height.

11. Ground Disturbance:

a. Utility Locates Notice:

- i. Ground disturbances have the potential to have major effects on operations and the safety of the campus. We require anyone disturbing the ground more than 16 inches below grade to get a ground disturbance permits.
- ii. Every excavation shall require a preliminary meeting with the SMU Facilities Management to determine historical knowledge of existing utilities.
- iii. Notifying 811 does not work for all utilities on campus as SMU owns most of the underground utilities and does not perform line locates in-house. Unless a location has been deemed safe for disturbance, a third party may need to be hired for utilities locates.
- iv. Potholing or hand digging shall be required within three horizontal feet of located centerlines and in an area lacking knowledge.



b. Trenching:

- i. All open trench shall have a high visibility fence surrounding them or be filled in immediately after operations.
- ii. All Trench 4 feet or deeper shall have a ladder and shielding, shoring, benching, or sloping.
- iii. The toe of spoil piles that are less than four feet in height shall be at least 2 feet back,
- iv. If spoil piles are over 4 feet in height, the contractor will add one additional foot of distance from the excavation for every extra foot in height.

12. Hazard Communication (“HazCom”).

- a. The contractor shall maintain a Hazardous Materials Inventory List with individual SDS for each hazardous substance brought on SMU property.
- b. In addition to the product label of contents, all containers with at least five (5) gallons of fluid capacity or twenty (20) pounds of chemical content shall include either HMIS or NFPA hazards warning labels.
- c. All products with HMIS/NFPA number ratings greater than zero, or one in any of the three categories (health, flammability, or reactivity), shall be considered hazardous.
- d. Highly hazardous materials shall be reported to the Office of Risk Management.

13. Industrial Vehicles:

- a. Industrial vehicles are motorized vehicles used for construction, elevated platforms, and forklifts.
- b. Due to high student pedestrian traffic, all industrial vehicles must have a spotter or pilot vehicle when operating on roads or in high traffic areas.
- c. SMU does not allow contractors the use of SMU equipment.
- d. When closing roads, contractors will follow TXDOT methods of control vehicular and pedestrian traffic
- e. SMU requires that no combustible engines are used inside of buildings without prior authorization.
- f. SMU requires operators not to use phone or music devices when operating industrial vehicles.
- g. SMU follows best industry practices and requires all aerial lifts, scissor lifts, and single-man lifts to wear a fall protection harness.

14. JSA/JHA

- a. Daily before operations, contractors or subcontractors will fill out their company JSA/JHA.
- b. SMU ORM will randomly inspect daily JSA/JHA of contractors or subcontractors.
- c. General Contractor is responsible for their sub-contractors.
- d. High-Risk Operations: Contractors will send a JSA to SMU ORM and fill out a High-Risk Operations Permit.



15. PPE: Personal Protective Equipment

- a. Employees must wear suitable PPE for their job function, including special gear like Arc Flash, PFAS, or Respirators.
- b. SMU does not provide PPE to contractors.
- c. PPE shall meet or exceed ANSI standards.
- d. PPE is required for everyone in Construction/Designated Hard Hat areas.
 - o Construction/Designated Hard Hat areas minimum PPE:
 - o Hard hat, high visibility vest or shirt, eye protection, sturdy boots

16. Public Safety:

- a. SMU is a 24-hour operation. Daily, before and at the end of operations, a site inspection shall be conducted.
- b. Before shift inspection should ensure no equipment is damaged or tampered with that may cause a hazard.
- c. An end-of-day inspection should be conducted to ensure that any work left undone or finished product will not create a risk to the public on campus.
- d. Contractors may need to barricade and/or tape off areas.
- e. Contractors shall not block any hallway, stairs, doors used for emergency egress.
- f. Contractors shall ensure good housekeeping and clean effectively throughout each workday.
- g. All puncture and impalement exposures shall be covered or eliminated as soon as they are created.

17. Safety Person / Forman / Training / Competent Person

- a. At least one person on-site will be responsible for safety.
- b. All contractors or sub-contractors should have at least one person on-site with an OSHA 10 card and an active CPR card.
- c. Larger Projects may need an OSHA 30 hour card or a full-time safety professional.
- d. Training Records shall be readily available for review by SMU ORM.

18. Scaffolding

- a. Inspected daily and signed by a competent person, even for general public operations.
- b. Overhead protection shall be constructed where any walk-through passage is allowed.
- c. The City of University Park requires a permit for scaffolding.

19. Site-Specific Safety Plans:

- a. Large construction projects will have a site-specific safety plan.
- b. Site-specific safety plans will be sent to SMU ORM for review before operations.

20. SMU ORM Reporting:

- a. Any emergency, injury, near-miss, or a visit from a compliance agency (OSHA, TECQ, Fire Marshal, and Law Enforcement) shall be reported to SMU ORM immediately.