



Lipsky Safety Manual

Required Safety Procedures and Best Practices Applicable to all Contractors and their Employees Performing Work on Lipsky Jobsites.

2017

Lipsky has a duty to its contractors, vendors and employees to provide a safe environment and workplace. Lipsky is committed to hiring Contractors who take a proactive approach regarding the safety of their employees and others on the jobsite. We are providing the following safety manual to remind you of some of the specific responsibilities in this regard. The information provided within this manual is advisory in nature and is not intended to represent or replace the Contractor's safety or environmental procedures or requirements.

We expect that our Contractors will train, supervise and direct their employees to work in a safe environment at all times when performing work on Lipsky jobsites. This manual does not address, and is not intended to abrogate or assume responsibility for, the Contractor's duty to its employees. Nor does this manual provide an exhaustive outline of laws, ordinances or regulations governing environmental, health and safety compliance. Rather, it is an outline to Lipsky's safety and environmental procedures.

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Introduction

This Contractor Safety Manual is intended for all Contractors and Sub-Contractors performing work on Lipsky jobsites. The term “contractor” is understood to include personnel working directly or indirectly for a business hired by Lipsky to conduct activities including, but not limited to:

- Construction
- Demolition
- Remediation

Purpose

The purpose of Lipsky Safety Manual is to:

- provide contractors with a clear and concise understanding of the safety requirements and responsibilities while working on Lipsky jobsites; and
- reduce exposures that cause personal injury, property damage and liability losses due to construction, renovation and demolition.

Assuring the protection of Contractor and Contractor’s employees, as well as other contractors, vendors and employees on the jobsite shall be paramount at all times.

Policy

A **Lipsky Superintendent** will be assigned to each project. All Contractor questions, before, during and after the job, shall be directed to the assigned Lipsky Superintendent.

Each Contractor or Vendor is solely responsible for supervising and directing the work of its employees and sub-contractors. All work performed on Lipsky jobsites shall comply with the most recent standards, including:

- Occupational Safety and Health Administration Regulations (OSHA)
- Environmental Protection Agency Requirements
- All relevant State and Local Laws and Building Codes
- Lipsky Safety Manual

Since the guidelines of this Manual and the above regulations are not all inclusive, any instances where regulations conflict or lack specific clarity, the most strict standard, policy, law or ordinance shall be used.

Responsibilities

Lipsky Responsibilities

Lipsky has specific safety responsibilities when hiring contractors to come onto the campus to perform work.

1. Designate a Lipsky Jobsite Superintendent to coordinate and communicate all safety and health issues with the contractor.
2. Inform the contractor of known potential fire, explosion, or toxic release hazards related to the contractor's work and the process that Lipsky has been made previously aware of.
3. Explain the applicable provisions of the jobsites emergency procedures to the contractor, and require that the contractor disperse that information to all of his workers who will work at the jobsite. The telephone numbers of the nearest hospital, ambulance service, and fire department shall be posted in the jobsite trailer.
4. Conduct a pre-construction meeting with all employees and contractors as they arrive on the jobsite, prior to them starting field work.
5. Provide an initial contractor safety talk that is required for all contractors and their employees.
6. Ensure a safety plan is submitted for work that is considered high risk or poses a threat to workers or others.
7. Periodically evaluate the contract employer's fulfillment of his or her responsibilities under this policy.
8. Monitor the contractor's compliance with the contract throughout the duration of the work. When checking contractor work during the project, note any act or condition in violation of safety standards or requirements. Any items noted should be brought immediately to the attention of the Jobsite Superintendent. If an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps should be taken with the contractor's designated representative, or in his or her absence, the contractor's employees to stop the unsafe act or condition.
9. Assist contractor in limiting, as necessary, the entry of pedestrians and others into contractor work areas.
10. Do not allow loaning of tools and equipment to outside contractors and their subcontractors. The contractor is required to provide the necessary tools and equipment.
11. Investigate and report any property losses.

Contractor Responsibilities

Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Contractor responsibilities when accepting contracts with Lipsky will include the following listed steps. The contract employer will:

1. Ensure that the contract employees are trained in the work practices necessary to safely perform his or her job. This includes, but is not limited to, OSHA 10-hour construction safety training course, confined space entry training, equipment operations training (specific to equipment), fall protection training, etc.
2. Attend the required initial contractor safety talk provided by Jobsite Superintendent prior to the start of work and ensure that all contract employees attend this training as well.
3. Instruct the contract employees in the potential fire, explosion, or toxic release related to his or her job and the process.
4. Ensure that the contract employees know the applicable provisions of the emergency action plan. The contractor should be certain to have the telephone numbers of the nearest hospital, ambulance service, fire department and police as listed in jobsite trailer.
5. Document contract employee training.
6. Perform weekly tool box talks and submit to Jobsite Superintendent for record
7. Inform contract employees of and then enforce safety rules of the facility, particularly those implemented to control the hazards of the contracted process during operations.
8. Require that all subcontractors abide by the same rules to which the contractor is bound.
9. Ensure work areas are properly marked and secured in order to limit, as necessary, the entry of pedestrians and others into contractor work areas.
10. Designate a representative to coordinate all safety and health issues and communicate with the Lipsky Jobsite Superintendent.
11. Provide information to the designated Jobsite Superintendent on the safety and health hazards that may arise during the course of the contractor's work on the jobsite, and the means necessary to avoid danger from those hazards, including Hazard Communication and all other potential hazards.
12. Obtain from Lipsky Jobsite Superintendent any safety rules and regulations in effect at the site or potential hazards present that may affect the contractor's work.
13. Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and employees are instructed in its proper use.
14. Maintain good housekeeping in the workplace.
15. Abide by the Lipsky no smoking policy.
16. Notify Jobsite Superintendent immediately of any OSHA recordable injury or illness to contractor employees or subcontractor employees occurring while on Lipsky jobsite. Provide a copy of each accident report to the Lipsky Jobsite Superintendent as required.
17. After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner.

General Conduct

Contractors shall only work on Lipsky jobsites as authorized by the Jobsite Superintendent. Each Contractor is expected to provide the necessary tools and equipment required to complete the work safely and efficiently, including appropriate personal protective equipment for its employees.

The Contractor shall identify any work areas or operations, which, by nature and design, may pose a hazard to others – high noise, dust, chemical use, vapors, pits/holes, flying debris etc. In such instances, appropriate safe guards shall be established by the Contractor with the Lipsky Jobsite Superintendent and maintained as long as the hazard exists. The Contractor will obey the following rules while working on Lipsky jobsites:

- No horse play.
- No smoking
- Obey all posted signs and warnings.
- Maintain security.
- Wear clothing appropriate for the work being performed and acceptable
- All equipment shall be in safe working order.

Any questions or problems related to the Contractors presence on Lipsky jobsite shall be directed to the Lipsky Jobsite Superintendent.

Potentially Hazardous Areas

Certain areas and operations on Lipsky jobsite may pose a hazard to Contractors and their employees. The Jobsite Superintendent will provide reasonable information regarding those areas and operations relevant to the Contractors work activities. It is the Contractor's responsibility to review all such information with employees and determine if planned work activities pose an additional threat to the identified hazard. Such determination shall then be provided to the Jobsite Superintendent. It remains the Contractors obligation to provide any and all equipment and materials necessary to perform the work safely.

Generally, hazardous areas and operations of concern would be limited to:

- Hazardous materials
- Confined spaces
- High risk work
- Lifting, hoisting, shoring or bracing

Contractor access to these areas will be limited to the terms of the contract and with the authorization of the Jobsite Superintendent. Furthermore, all hazardous operations shall be managed and effectively controlled as to permit safe access/egress to and from work areas.

Personal Protective Equipment

As with all tools and equipment associated with a contract work plan, personal protective equipment (PPE) for Contractor employees is the responsibility of the Contractor. Prior to start-up, PPE requirements will be assessed and appropriate equipment and materials supplied by the Contractor. Time lost to obtain these items, post start-up, will be at the Contractor's expense.

All PPE use shall meet the requirements of applicable OSHA 1910 and/or 1926 standards and shall be ANSI approved, at a minimum, where those standards apply.

Appropriate PPE shall be assigned and worn by Contractors whenever and wherever there is a potential for injury and for which it affords protection to the individual. This includes hazards to the eyes, hearing, head and face, hands, feet and body, as well as fall protection from elevations above 6 feet. Any medical clearance required for PPE use by contract employees shall be the responsibility of the Contractor. Any discrepancies or questions regarding the use of PPE should be reviewed with the Jobsite Superintendent.

Tools and Equipment

The Contractor shall provide all tools and equipment necessary for the completion of the contracted work and they shall be maintained in good working order. The Contractor shall immediately remove from service any defective or broken tools and/or equipment until such time as appropriate repairs can be made. The Contractor shall not utilize Lipsky tools and equipment what so ever.

Prohibited Items & Materials

Lipsky reserves the right to prohibit the use of any tools, equipment and/or materials, which its Jobsite Superintendent deems to be unsafe and/or poses excessive disruption to others. Generally prohibited items would include but is not limited to:

- Blasting agents and/or explosive devices
- Chemical agents not previously approved in the work plan, not properly labeled and/or for which an MSDS has not been provided to Lipsky Jobsite Superintendent
- Radioactive sources and lasers
- Cameras and recording devices
- Fire arms or weapons of any kind
- Tools and equipment that have been altered in such a way as to make them unsafe and/or for purposes other than its intended use
- Motorized equipment that operates at an excessive noise level due to poor maintenance or disrepair

Cranes and Hoists

Any proposed use of cranes or lifting equipment shall be coordinated with and have the approval of the Lipsky Jobsite Superintendent. All federal, state and local requirements for such equipment shall be strictly adhered to at all times. All such equipment shall be operated by trained individuals and in a manner which does not create an unnecessary hazard for personnel and/or facilities. Areas of operation shall be blocked off to prevent unauthorized access. Equipment shall be removed from the job site or otherwise secured when not being operated.

Heavy Equipment

Only trained and experienced individuals familiar with the dangers and safety features of the equipment shall operate heavy equipment. Safety inspections of all equipment shall be performed by the Contractor each day prior to start up to assure safe operating conditions. The Contractor shall take necessary measures to assure that unauthorized individuals do not enter heavy equipment operating areas.

Ladders and Scaffolding

The design and use of ladders and scaffolding shall be in compliance with all federal, State and local requirements. Access to heights shall be accomplished only by means of appropriate ladders, scaffolding or mechanical lifting devices intended for that use. Appropriate fall protection systems shall be used where and when required as determined by applicable standards and regulations. Safety inspections of all ladders and scaffolding shall be performed by the Contractor each day prior to start up to assure safe operating conditions.

Material Handling

Contractors shall assure that all material handling is performed in such a manner as to assure safety to personnel and facilities, including the use of caution signs and signal persons as necessary. Appropriate measures shall be taken to assure surface loading limits are not exceeded and that floors, walls, ceilings and doorways are protected from damage. Materials shall be transported through designated areas, freight elevators and passageways only as coordinated with the Lipsky Jobsite Superintendent. Additionally, any movement of materials off site shall be subject to a Security check as determined by the Jobsite Superintendent.

Pre-Authorized Procedures

There are certain procedures that require pre-authorization because they are known to present a serious safety risk. All pre-authorized procedures must be approved by the Lipsky Jobsite Superintendent and are required for:

- Confined Space
- Line Breaking
- Any hazardous material work
- Lock-out/Tag-out
- Hot Work
- Scaffolding
- Lifting, hoisting, shoring or bracing
- Any other work considered to be high risk

Confined Spaces

Confined spaces are areas that meet the following criteria:

- Have limited or restricted means of entry or exit.
- Are not designated for continuous employee occupancy.
- Are large enough to allow bodily entry and perform work.

The primary hazards associated with confined spaces are the potential for entrapment, oxygen deprivation, engulfment by liquid or finely divided solids and/or exposure to asphyxiating materials. Examples of confined spaces include tanks, pits, underground vaults, tunnels, boilers, air handling ductwork and manholes.

If work involves entry into a confined space, the contractor must notify the Lipsky Jobsite Superintendent. When performing work in a confined space, contractors must comply with all federal, state and local requirements including OSHA 29 CFR 1910.146. A confined space entry permit must be completed for entry into permit-required confined spaces and be approved by the Jobsite Superintendent.

All contractors involved with entry procedures must be properly trained and the Contractor shall supply verification of such training to Lipsky. The Contractor is responsible for all elements of confined space safety including but not limited to PPE, rescue equipment, body harnesses and first-aid equipment. The Contractor shall provide any and all air sampling equipment required and shall document testing results. A confined space entry supervisor shall be assigned as well as personnel trained in rescue, first aid and CPR.

Line Breaking

Line breaking refers to the opening of any pressurized or non-pressurized pipe, conduit, electrical conveyance, or other system containing or potentially containing materials or energy which if released could pose harm to personnel or the environment. Line breaking may occur in the form of cutting, sawing, drilling, intentional damage, and/ or opening a valve, such that the contained material or energy is released. The risk to personnel is the sudden exposure to hazards contained within the line.

The Contractor must coordinate with the Jobsite Superintendent, any work plan that requires line breaking as described above. Assurance must be made that the line is de-energized, drained and purged of hazardous materials prior to being opened. The application of a Lockout system should be part of any line breaking work to assure that once drained and opened, the line cannot be charged again or until such time as the system is repaired and determined to be safe by those performing the work. The Contractor is responsible for all line breaking activities assigned in the work plan and the tools and equipment necessary to perform the work safely. Only individuals trained in line breaking techniques shall perform those duties.

Lockout/Tagout (LO/TO)

A lockout/tagout (LO/TO) is an energy isolation device placed at a point in the energy system up-stream from equipment or systems being isolated, to ensure that the equipment cannot be operated until the lockout is removed. The intent is to identify all sources of energy, shut them off, and lock them out (off) in order to allow for safe maintenance or repair of equipment without risk of unintentional start up and potentially serious injuries and/or property damage.

The Contractor must comply with the NFPA standards (NFPA 70E, Article 120) and OSHA policy 29 CFR 1910.147 when performing LO/TO procedures and is responsible for providing and ensuring the use of appropriate LO/TO devices in all instances where energized equipment is to be worked on. LO/TOs should be coordinated with the Jobsite Superintendent to assure identification of all energy sources. Only individuals trained in LO/TO as prescribed in 29 CFR 1910.147 shall perform LO/TO work.

Hot Work

Hot Work refers to any use or generation of sparks, open flame, welding arc, or other heat sufficient to ignite flammable or combustible materials in or adjacent to the work area.

The Contractor shall coordinate all Hot Work required by the work plan with the Jobsite Superintendent. The Contractor shall assure that all flammable materials are removed from the affected area and that all combustibles are likewise removed or protected during Hot Work activities. The Contractor shall provide sufficient protective equipment, fire extinguishers and trained personnel to respond effectively in the event of fire. Any work stoppages or costs associated with a fire or fire damage resulting from Hot Work activities shall be the burden of the Contractor.

Hazardous Materials

Hazardous Materials Use & Storage

Hazardous materials such as chemicals shall be used and stored in compliance with all federal, state and local requirements including the OSHA Hazard Communication Standard (29 CFR 1910.1200). Use and storage parameters shall be identified in the work plan and have prior approval from the Jobsite Superintendent. The Contractor shall provide all chemicals required by the work plan unless otherwise specified in the contract language. Material Safety Data Sheets for each chemical (except – motor fuels and fluids) shall be supplied to Lipsky by the Contractor, prior to being brought to the job site. All chemical containers shall be appropriate for use and labeled to identify the material it contains, name of the manufacturer and any appropriate hazard warning that may apply. Every effort shall be made to use the least hazardous materials capable of performing the job at hand. Lipsky reserves the right to prohibit the use of certain materials by Contractors or Service Vendors.

Chemical Spills

The Contractor will use spill prevention procedures, such as proper storage of hazardous materials, at all times. If a spill occurs on Lipsky jobsite, immediately contact Jobsite Superintendent. Do not attempt to clean up spills unless authorized by the Environmental Health and Safety manager.

Hazardous Waste Disposal

Contractors are responsible for appropriate off-site disposal of all hazardous wastes resulting from use of Contractor supplied materials. All hazardous waste handling must be compliant with EPA regulations 40 CFR parts 238 through 282 and any applicable state and municipal regulations. The contractor should never dispose of any paints, acids, caustics, cleaning agents, grease or any other hazardous material down sinks, floor drains or any other wastewater outlet.

Lead and Asbestos

The potential presence of lead and/or asbestos should be noted and appropriate work plans shall include provisions for dealing with and disposing of wastes associated with these hazards. Any questions related to potential contact with lead or asbestos should be directed to the Jobsite Superintendent. Specifically, lead may be contained in old paint.

Asbestos may be found in:

- Adhesives and Mastics
- Insulation
- Ceiling areas
- Lab fume hoods
- Duct work
- Piping
- Flooring & Tiles
- Vented Enclosures

Do not disturb asbestos-containing material, as it must be removed by a licensed asbestos contractor prior to disturbance from a renovation or demolition project compliant with relevant federal, state and local regulations. Any accidental or planned disturbance of these materials or areas should be noted to the Lipsky Jobsite Superintendent immediately, the area isolated and materials protected from further damage until disposed of as prescribed by law. Contractors may not bring asbestos-containing materials on-site.

Electrical Safety

All electrical work called for in the work plan shall comply with NFPA 70E along with any other federal, state and local requirements. To the extent possible, all work on electrical equipment and circuits shall be done with the power off and locked out (see [Lockout/Tagout](#) above). Prior to any work on locked out equipment, a test of circuitry and/or equipment start switches shall be performed to assure all power sources have been successfully interrupted.

Contractors shall coordinate the following work with the Jobsite Superintendent:

- Electrical load centers
- Transformers
- Alarm systems (fire, intrusion, chemical, gas)
- Security systems (CCTV, card access)
- High Voltage power distribution - 600 volts or more
- Live circuits of more than 48 volts

Only trained and qualified individuals shall perform work on electrical systems and the Contractor, upon request, shall provide verification of training. Suitable

barricades and warning signs shall be placed in areas where electrical work is being performed. Personal protective equipment shall be provided by the Contractor and used as required by OSHA and NFPA 70E. Hot panels shall be secured after normal working hours. The Contractor shall provide and install factory made covers for all potentially energized electrical parts or equipment before the equipment is energized.

Where multiple power sources are in use on new installations or upgrades of existing equipment, both the equipment and main breaker shall be labeled to indicate a second energy source.

Ground fault circuit interrupters (GFI) shall be used on all power circuits.

Temporary lights shall not be suspended by the cords, unless cords are designed for that means of suspension. All such installations shall be GFI protected, and bulbs guarded to prevent accidental contact. Temporary outlets shall be compliant with NEC requirements. Temporary wiring shall be de-energized when not in use.

Excavation and Trenching

For the purposes of this section, the term "excavation" shall be used to describe any and all digging, trenching, drilling and/or soil removal operations. All excavation work shall be compliant with Federal, State and local requirements.

The Contractor shall supply appropriate PPE for all personnel working in and around excavations and excavating equipment to include but not be limited to ANSI-approved hard hats and safety foot wear. No unauthorized individuals shall be allowed in or around an open excavation or excavating equipment.

Prior to beginning any excavation, the Contractor shall determine the presence and location of all underground utilities that may be affected by digging, including pipes, conduits, electrical conductors, gas lines or other structures. The Jobsite Superintendent shall help coordinate an advanced notice to appropriate utility companies. Excavations below the base of footings or foundations shall not be permitted without prior approval from the Jobsite Superintendent.

Excavations shall be inspected by the Contractor each day prior to beginning work, as well as during the workday as weather conditions warrant. If there are any unsafe conditions, work shall stop until the problems are corrected.

For excavations deeper than 4 feet and in which personnel will be working, ladders or steps shall be located such that workers need not travel more than 25 feet to exit the excavation. The sides of the excavation shall be shored, braced or sloped, in accordance with OSHA 1926 Subpart P to sufficiently protect against dangerous ground movement. Regardless of depth, when heavy equipment is operated nearby, excavations shall be shored or braced to withstand the extra load. All soil and debris shall be piled no closer than 2 feet from the open edge of an excavation.

All excavations into which a person could fall shall be guarded. During working hours such guarding will consist of yellow and black barrier tape securely stretched across all access points. Signs or labeling shall appropriately identify a hazard warning, such as "Caution: Do Not Enter." When work is not being performed or Contractor personnel are not in attendance, a more secure barrier shall be in place.

Fencing at least 42 inches high and 8 feet from the edge of the excavation shall be installed consisting of tight netting on posts less than 6 feet apart and warning signs. Sufficient lighting shall be maintained at night to identify the areas as potentially hazardous. Lighted or reflective traffic barriers shall also be utilized where appropriate.

Sediment Control

Any project involving soil excavation shall be reviewed in advance by Lipsky Jobsite Superintendent to determine if a soil erosion control plan is required. Generally, if soil is to be exposed for more than 24 hours, soil erosion control shall be placed down gradient to reduce sediment discharge. Placement of hay bales, silt fencing and anti-track pads are the preferred methods. Special attention shall be given to storm water collection basins and/or inlets. Contractors shall not discharge any liquids without prior approval of the Jobsite Superintendent.

Elevated Work Areas/Roofs

Areas above 6 feet in elevation and unprotected roof edges are restricted except where the work plan requires access and exposures to falls have been guarded by rails and toe boards. Where guardrails are not practical, all personnel working above 6 feet shall wear ANSI approved fall protection in the form of a body harness and lanyard, which is attached to an appropriate anchor point. The Contractor shall supply and enforce the use of all required safety equipment, ladders, scaffolding and guardrails.

Utility Services

You must notify Lipsky, in advance of the need for any shutdowns or startups.

Additionally, if you intend to service or maintain machinery that could hurt someone if it were to unexpectedly start up (ex. electrical line or box), the Lipsky Jobsite Superintendent must be notified and lockout/tagout procedures must be used, compliant with OSHA regulations (29CFR1910.147) and NFPA standards (NFPA 70E, Article 120). See [Lockout/Tagout](#) for more information.

Fire Prevention

The Contractor shall be cognizant of any and all fire dangers related to the project and/or work plan and shall provide their own fire extinguishers in sufficient numbers and types as may be warranted for the job. The Contractor shall take appropriate steps to assure protection for employees, others, and property from fire hazards associated with the planned work area. Fire protection equipment shall not be moved, blocked or otherwise disabled without authorization of the Lipsky Jobsite Superintendent.

The Contractor shall use only those flammable and combustible materials called for in the work plan. Storage of flammables and combustibles shall meet all federal, state and local requirements. At no time will outside storage of combustibles be allowed within 10 feet of a building or structure. Any proposed use of flame or spark

producing equipment shall be coordinated with the Lipsky Jobsite Superintendent (see [Hot Work](#) for more information).

Coordination with Lipsky Jobsite Superintendent shall be initiated anytime the Contractor is required to impair an alarm or fire protection/suppression system. A fire watch shall be assigned during all impairments and remain posted **30 minutes** after the work is completed and the system is restored.

Open flame heaters, salamanders, fuel fired engines and motor vehicle shall not be operated indoors without authorization from the Lipsky Jobsite Superintendent. If such use is authorized, all equipment shall be in good working order and the fire hazards and exhaust fumes shall be appropriately managed by the Contractor as to eliminate risks to personnel and facilities.

Compressed Gas

Compressed gas cylinders shall be secured in an upright position at a safe distance from welding/cutting operations at all times to avoid exposure to hot slag, sparks and flames. Personnel must use approved cylinder carts for transporting cylinders. When not in use, safety caps must be in place.

Flammable gas cylinders (e.g. acetylene) and oxygen cylinders must be stored in a designated and pre-approved location (i.e. a safe, well-ventilated place, separated from fuel gas cylinders by a minimum of 20 feet). At no time may acetylene gas cylinders or other flammable gas cylinders be stored with an active construction site overnight. Acetylene gas cylinders or other flammable gas cylinders shall only be present within construction sites when their immediate use permits their storage within the site.

The contractor shall ensure that all compressed gas cylinders are handled, stored and used in accordance with OSHA 29 CFR 1910.101 and NFPA 55.

Barricades and Fencing

Contractors are responsible for maintaining a safe and accessible path-of-travel for all pedestrians, including those with disabilities, around and/or through construction sites. Barricades act as warning devices, alerting others of the hazards created by construction activities, and should be used to control traffic, both vehicular and pedestrian, safely through or around the work site.

While barricades shall be used wherever necessary for the physical protection of people or property, the following is a list of activities where their use may be required:

- Wherever construction debris is dropped without the use of an enclosed chute.
- 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 or other equipment.
- Wherever equipment is left unattended near a roadway at night.
- Excavations.
- Street openings, such as manholes.

- Construction areas in energized electrical substations.

The contractor will:

- Erect and maintain for the duration of the Contract proper barricades including fencing material, traffic cones, caution tape and temporary curb ramps complying with all access codes and regulations at all closed crosswalks and existing closed curb ramps.
- Obtain all applicable permits required by the regulations.
- Furnish, erect, and maintain all necessary signs, barricades, lighting, fencing, bridging, and flaggers that conform to the requirements set forth by OSHA.
- Ensure that no construction materials be stored and/or placed on the path-of travel.
- Maintain the construction barriers in a sound, neat, and clean condition.
- Not occupy public sidewalks except where pedestrian protection is provided. The Contractor shall not obstruct free and convenient approach to any fire hydrant, alarm box, or utility box.
- Remove barriers and enclosures upon completion of the work in accordance with applicable regulatory requirements and to the satisfaction of the owner.
- Provide protection for pedestrians consistent with all local and federal codes, including the Americans with Disabilities Act.

Housekeeping

Contractors must maintain good housekeeping while working on Lipsky Jobsite. Contractors must keep work areas neat, clean, orderly and free of excess trash and debris and never block walkways, stairs, exits, or create a tripping hazard. Contractors must always cover and/or place guardrails around open holes, trenches, or excavations.

Trash shall be properly stored and collected for disposal on a regular basis. Aisle ways shall be maintain clear of obstructions, tools and power cords as to allow free egress to and from the area. Stairwell and other fire doors shall not be locked or blocked open. At the end of each day, the Contractor shall police the area – storing equipment and materials in a neat and safe manner, and floors in occupied areas shall be broom cleaned.

Poor housekeeping at a job site may lead to an increased potential for safety hazards and an increased incidence of accidents and chemical spills.

Noise

In some cases, noise abatement is critical. Contractors shall take every reasonable precaution to assure that job related noise is kept to a minimum. If occasions of excessive noise are anticipated, the Contractor shall coordinate related activities with the Jobsite Superintendent. Lipsky reserves the right to terminate any activity resulting in excessive noise until such time as they can be performed with less disruption to the campus. Any down time resulting from the Contractors failure to abate or properly coordinate excessive noise activities, shall be a burden borne by the Contractor.

Ventilation Systems and Equipment

The Contractor shall coordinate all work on ventilation systems with the Jobsite Superintendent to include:

- modifications to ventilation;
- entering ducts or hoods;
- blocking or puncturing duct work or hoods; and
- interrupting electrical service to a ventilation system.

Security

The Contractor is responsible for maintaining Security of the work sight and adhering to all Lipsky Safety & Security requirements. Lipsky reserves the right to search any and all Contractor persons and vehicles leaving the jobsite. Any reported theft or vandalism of materials or equipment should be reported to Lipsky Jobsite Superintendent immediately. Locked areas accessed by Contractors as part of the work plan must be secured at the end of each work shift. At no time should contract employees enter unauthorized areas or buildings unrelated to the work plan.

Accident, Incident, Injury or Illness

After notifying the appropriate emergency agency, work related accidents, incidents, injuries, and illnesses must be immediately reported to the Lipsky Jobsite Superintendent. The Contractor is responsible for notifying OSHA for any incidents that are reportable to that agency.

A accident report or an incident report MUST be filled out immediately filled out and given to Lipsky Jobsite Superintendent when an accident or incident occurs.

Removal from Jobsite

The following are some reasons for which an employee of a Contractor may be temporarily or permanently removed from a Lipsky jobsite:

- Possession or use of alcoholic beverages or regulated drugs not prescribed by a physician
- Possession of explosives, firearms, ammunition, and other weapons
- Deliberate violation of safety or security rules
- Illegal dumping, handling, or disposal of hazardous materials
- Destruction or removal, without written permission, of any property belonging to Lipsky, the property owner, employee, or other Contractors or employees
- Intimidating, threatening, harassing, impeding or interfering with an employee, worker, inspector, police officer, Lipsky employee or designated representative
- Misuse of fire prevention and protection equipment
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, or other warning devices intended to protect
- Violation of any local, state or Federal ordinance or law

LIPSKY

Contractor Safety Declaration

As a representative of the Contractor(s)/Service(s) listed below, I affirm that I have read and understand our responsibilities as detailed in Lipsky Safety Manual. All work will be performed in a safe, workman like manner and any issues related to the safety of the project, our employees, the Owner's facilities/services and/or personnel, will be planned and coordinated through the Lipsky Representative.

Business Name of Contractor: _____

Project Description: _____

Representative (Print): _____

Signature: _____ Date: _____