

# CONTRACTOR SAFETY POLICY

## 1.0 PURPOSE

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The purpose of this program is to inform contractor personnel of their necessary safety responsibilities while performing work at Brookfield Zoo. The responsibilities explained in this document are to improve overall safety performance at the zoo and to protect contractor personnel from injury. The success of safety at Brookfield Zoo depends on the sincere, constant, and cooperative efforts of all contractor personnel to provide a safe and healthy working environment.

## 2.0 SCOPE

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This program applies to all Contractor personnel including subcontractors.

## 3.0 RESPONSIBILITIES

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**Contractor Personnel:** All contractor personnel are responsible for abiding by all applicable safety standards (Federal, Local, and Internal). Contractor personnel are responsible for following procedures set forth in this document. Any problems or concerns with safety are to be relayed to the project manager who will inform Life Safety and seek assistance. Contractor personnel are responsible for their own safety and compliance with necessary regulations. See Section 5.0 for minimum safety requirements for contractors.

## 4.0 APPLICABLE STANDARDS

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The following standards apply for all new construction and/or improvement remodeling:

1. National Fire Protection Association (NFPA) - National Fire Codes including the Life Safety Code and National Electrical Code.
2. Building Officials Code Administration (BOCA) – Basic National Building Code.
3. Cook County Building & Environmental Ordinance (1997).
4. National Plumbing Code.
5. Illinois Accessibility Standards/Americans with Disabilities Act (ADA).
6. Occupational Safety and Health Administration Standards (OSHA) – 29 CFR 1910 and 1926.
7. International Energy Conservation Code (IECC 2009).
8. Other standards as required.

In the event of conflicting standards, the more stringent will apply.

## **5.0 CONTRACTOR PROCEDURES**

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The success of the Brookfield Zoo Safety Program relies heavily on contractor cooperation. The ultimate goal is protection of the worksite and the safety of the general public. The following is a list of contractor minimal requirements that must be followed while performing work on Brookfield Zoo property.

- Driving & Parking: Contractor employees will park in designated parking areas. These areas will be designated by the Chicago Zoological Society Project Manager. It is the responsibility of the contractor to inform all workers of proper parking locations. The speed limit within the zoo is 10 MPH. Drivers must be cautious of pedestrians at all times.
- Vehicle Escorts: During regular hours of operation to the public, all vehicles and large equipment entering public pathways or roads are required to obtain a front and rear escort by Zoo personnel. Contractor is required to advise Zoo's designated representative (Project Manager) of all vehicular requirements and schedule.
- Trees and Shrubbery: Every precaution must be taken to avoid damage to trees and all other plantings. No nails or screws are allowed to be driven into trees without prior approval. Any tree or shrub which interferes with construction will be removed or tied back, upon request, by Zoo personnel. Outside contractors will not remove any tree or shrub at their own discretion.
- Animals: Workers must obey our general rules with regard to animals. Personnel must remain in the front of guardrails and refrain from feeding, teasing, and annoying the animals. As workers are in the Zoo outside of normal visiting hours, it is especially important that they respect the Zoo's operating routine. In the event that it is necessary to work within an animal area, it is required that an animal keeper be involved so all necessary safety precautions may be taken. No worker is allowed in an animal area without being escorted by personnel from animal collection.
- First Aid Reporting: All accidents involving first aid must be reported to Extension #8811. Any rendering of first aid must be performed by Brookfield Zoo EMT personnel. Emergencies must be called into Extension #8313 or over Zoo radio as a "Signal 13".
- Fire Alarmed Buildings: Notification must be made to the Zoo Police Department prior to any hot work activity or other tasks that may generate dust, smoke, fumes, or mist in any building.
- Fire Hydrant Usage: Use of fire hydrants as water sources is a violation of code requirements designed to protect the safety of our water supply and is contrary to the prescribed operation parameters of fire hydrants. No hydrant usage will be permitted without prior authorization of the Society. Where temporary water hydrant connections may be required, the Contractor will be responsible for supply, installation and certification of an approved backflow

prevention device. Under no circumstances can hydrant connections be made without such a device in place.

- Trash & Garbage: Brookfield Zoo makes a concentrated effort to keep our grounds free of litter. Trash receptacles are available throughout the Zoo and are expected to be used. Construction debris will be placed in contractor provided containers (See Housekeeping).
- No Smoking: Smoking is only allowed in designated areas. All buildings are “No Smoking” as well as outdoor public areas within the Zoo. Speak with the project manager for approved smoking areas.
- Hazard Communication: The contractor must submit to the project manager all Material Safety Data Sheets (MSDS’s) covering materials being used on the project. This is necessary to comply with 29 CFR 1910.1200 Hazard Communication Standard. In return, MSDS’s will be forwarded to contractor personnel for materials that Zoo employees may use on the project. All MSDS’s must be forwarded to Life Safety for review.
- Flammable/Combustible Storage: Any such materials must be stored in approved safety containers. Storage is to be in non-public areas and must be 50 ft from any ignition source. Containers must be labeled appropriately.
- Barricading: Work areas must be easily identifiable. Barricades, barrier tape, or other safety devices must be used to effectively deter public and/or unauthorized personnel from entering the area.
- Personal Protective Equipment: Appropriate protective devices are required during work tasks on Zoo property. Such equipment may include, but not be limited to safety glasses, hard hats, respiratory protection, fall protection, hearing protection, and safety footwear.
- Housekeeping: A clean worksite is a safe worksite. Contractors are required to maintain a clean work area at all times. Tools, power cords, and other materials must be kept in an orderly fashion to prevent trips and falls. Spills must be cleaned up or cordoned off to prevent slips. Appropriate containers must be provided by the contractor to properly store construction debris. In the event of a hazardous spill, the Society’s Life Safety Department should be notified. Contractor will be responsible for removal and mitigation of the hazardous incident.
- Excavation: Prior to beginning excavation operations, the contractor must verify that all underground utility, phone, and fire alarm lines have been located and marked. Excavation equipment must be inspected for defects prior to operating. Only trained operators are allowed to operate heavy equipment. Excavations in excess of 4 ft in depth must be inspected daily for signs of cave-ins. If these excavations will be entered, appropriate precautions must be taken such as sloping, benching, or shoring. All excavating activities must comply with 29 CFR 1926 Subpart P.

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- Elevated Work: Personnel working at heights greater than or equal to 6 ft require fall protection. Fall protection may consist of guardrails or personal fall restraints. All elevated work activities must comply with 29 CFR 1926 Subpart M.
- Confined Space: Prior to entering into a confined space, Life Safety must be notified to verify compliance with OSHA standards. These areas may include vaults, manholes, storage containers, etc. All entry work must be performed by trained personnel and be done in compliance with 29 CFR 1910.146. Entry into a confined space without approval of the Life Safety Department is grounds for immediate removal from the project.
- Hot Work: Hot work procedures will only be allowed after Life Safety approval. The work area must be inspected prior to hot work activities and after to verify no potential fire danger. A hot work permit will be issued to verify acceptable conditions.
- Lockout/Tagout: Work to be performed on energized equipment will be done so only after verification of a zero mechanical state. All locking and tagging will be conducted in accordance with 29 CFR 1910.147.

The above procedures are written for the protection of all contract employees, Brookfield Zoo employees, and the general public. Deviations from this policy may be grounds for immediate removal from the project.

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Company

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Signature

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Title