**REVISION HISTORY**

This handbook is reviewed annually and revised when necessary by EHS Director or designee to reflect workplace changes related to contractor and vendor operations at Colby College. The current handbook and reference documents can be viewed online at the Department of Environmental Health and Safety website: http://www.colby.edu/humanresources/environmental-health-and-safety/

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This plan is maintained by the Environmental, Health and Safety Director. Please direct any concerns or comments to the Director. All permits and notifications referenced in the Handbook will be maintained by the project manager for the duration of the project.
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1.0 PURPOSE

1.1 The purpose of the Colby College Contractor Safety Handbook (Handbook) is to ensure the protection and safety of all people and property under the control of Colby College when non-Colby employees perform work for the College. Compliance with the Handbook is also intended to ensure that all multi-employer work operations at Colby comply with the applicable environmental, health, and safety (EHS) regulations and specific Colby EHS programs.

2.0 SCOPE

2.1 This Handbook applies to all contractor and vendor operations at all locations under the direct control or contracted for service by Colby College.

2.2 The following policies and procedures are intended to assist non-Colby employers in reducing the possibility of injuries and establish the minimum standards needed to protect contractor employees, College employees, students, visitors, and college property during multi-employer operations.

2.3 Compliance with these safe work policies and procedures in no way guarantees the fulfillment of the non-Colby employer’s obligations as may be required by any local, state or federal safety, health, and environmental rules and regulations. Furthermore, this handbook does not cover the full spectrum of published safety, health, and environmental standards which are mandated by law. Contractors shall not assume that they are responsible only for those requirements which are referenced in this manual.

2.4 In the event of a conflict between the abiding contract, provisions of this handbook and applicable state or federal safety, health, and environmental laws, regulations or statutes, the more stringent requirement shall apply.

2.5 Contractors must also comply with all Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Department of Environmental Protection (DEP), Maine Department of Labor (ME DOL), and all other applicable agency regulations regarding multi-employer workplaces.

2.6 No liability is assumed by Colby College by reason of this Handbook.

3.0 COMPLIANCE AND ENFORCEMENT

3.1 It is the responsibility of each contractor to comply with this handbook as well as all applicable federal, state, local, and local requirements. Violations will be brought to the attention of the personnel involved and the responsible supervisory personnel.

3.1.1 Identified violations must be promptly addressed and corrected.

3.1.2 Violations may result in work stoppage (at the Contractor’s cost) and will result in progressive enforcement action that range from temporary to permanent expulsion of personnel from the site.
3.1.3 If violations are severe or repetitive, the Contractor may be prohibited from working for Colby. If a Contractor fails to correct a problem, Colby reserves the right to take corrective action and back-charge the cost.

3.2 Contractors can be required to conduct and document safety inspections of their work areas and practices, and those of their subcontractors. Contractors shall immediately correct hazardous conditions noted during the inspection. Contractors shall maintain records of these safety inspections and provide them to the project manager upon request.

3.3 Contractors may also be required to take other corrective actions, including but not limited to; conducting an incident review, stopping work, holding safety reviews for the entire crew or company, providing increased training of employees, etc. at the discretion of Colby and the project manager.

3.4 The project manager, EHS Director, or designee may observe and inspect the jobsite at any time to ensure compliance with this Handbook and EHS regulations. Any deficiencies noted during the inspection must be corrected immediately. Repeat or serious violations could result in disciplinary action and/or expulsion from Colby.

3.5 Contractors shall evaluate the contents of this document as it pertains to the work to be performed at Colby. Contractors shall ensure that their employees and subcontractors understand these requirements. The information in this document should be communicated and jointly enforced by the project manager, EHS Director, contractors and sub-contractors.

3.6 An authorized contractor representative and a representative of each of its subcontractors must sign and submit Appendix A, Contractor Acknowledgment Form, to the project manager prior to commencing work. Signatures indicate an acknowledgement and understanding of the requirements of this handbook.

3.7 Non-Colby employees working on campus may be temporarily or permanently removed from the premises for any of the following reasons:

3.7.1 Failure to comply with Colby College’s Harassment Policy included as Appendix J. Violations of the policy would include any behavior that intimidates, threatens, harasses, impedes or interferes with an inspector, security officer, College employee, student or visitor.

3.7.2 Possession or use of alcoholic beverages or drugs not prescribed by a physician or forbidden on campus.

3.7.3 Possession of explosives, firearms, ammunition and/or other weapons.

3.7.4 Illegal dumping, handling, or disposal of hazardous materials.

3.7.5 Destruction or removal, without written permission, of any property belonging to Colby, the property owner, employee or other contractors or employees.

3.7.6 Contractors shall not wear inappropriate clothing for the task or that contains any offensive writing or graphics, as determined by your project
manager. All clothing must be appropriate for the activity being performed.

3.7.7 The use of profanity in the public areas.
3.7.8 Horseplay and/or fighting.
3.7.9 Violation of the College no tobacco policy which forbids the use of cigarettes, chewing tobacco, and smokeless pipes.
3.7.10 Failure to follow any federal, state, and local regulations and laws, as well as any applicable Colby policy.

4.0 RESPONSIBILITIES

4.1 Responsibilities for oversight and implementation of the Handbook are assigned below. Identified personnel may designate tasks assigned to them to other qualified employees, as appropriate.

4.2 Environmental, Health, and Safety (EHS) Director
4.2.1 Maintain, review and complete annual updates of the Handbook and associated reference documents.
4.2.2 The EHS Director will serve in an advisory role by issuing copies of the Handbook during pre-construction and safety meetings, assisting contractors in the development of their site safety plans, and collaborating with the site superintendent on a variety of safety and health matters as they arise during the course of the project.

4.3 Director of Risk Management
4.3.1 Draft, review, manage, and sign all third party contract work agreements.
4.3.2 Ensure that the contracts include compliance with the requirements listed in this policy.

4.4 Project Managers (anyone who hires contractors/vendors)/Purchasers
4.4.1 Serve as the primary liaison between contractor personnel and all Colby staff, visitors and students.
4.4.2 Will ensure contractor cooperation with this program into project specifications and collaborating with the contractor to identify and resolve problems as they occur.
4.4.3 Provide and review this plan with new contractors and prior to starting work/services and complete the Project Manager Contractor Safety Checklist with the contractor before starting work.
4.4.4 Purchasers hire vendors for limited services on the campus requested through purchase orders.

4.5 Contractors/Vendors
4.5.1 Follow applicable federal, state and local regulations and laws as well as all Colby policies including this Program. For contractors, the site superintendent, project foreman and/or subcontractor designee will serve as the competent person and must investigate and abate hazards reported by contractor employees.
4.5.2 Ensure that all workers on Colby property are fully trained and supervised to meet safety regulations and Colby policies.

4.5.3 Ensure workers have the right to stop working and report the hazard immediately if there is imminent danger to life, safety or health.

4.5.4 Follow all Colby College design, construction, and safety standards for each project. If there is a conflict between the standards and the project contract documents, the conflict must be resolved with the project manager, Risk Mitigation, and Facilities Services.

4.5.4.1 Current standards are as follows:
- Mechanical – Design Standards for Mechanical Systems Dated: October 12, 2017
- Electrical – Colby College Basic Electrical Standards Dated: May 18, 2015
- IT - Telecommunications Infrastructure Standards: Rev. 18, January 2017

4.5.4.2 If you require a copy of these standards, please contact Facilities Services at 859-5000.

5.0 SUPPLEMENTARY REQUIREMENTS FOR CONSTRUCTION ACTIVITIES VALUED OVER $500,000

5.1 A signed contract by both Colby College and the selected Contractor is required to begin construction planning for a large project.

5.2 As part of the pre-construction meeting, the assigned Colby College project manager will review the scope of work with the contractor and further clarify site access and safety requirements, procedures, and potential College specific safety risks.

5.3 Prior to commencing any work, the general and/or coordinating contractor and subcontractors will develop a Site Safety Plan that identifies and addresses hazards and unsafe conditions specific to the job site and required control measures. Once the plans are complete, and approved, the general and/or coordinating contractor will provide an initial safety briefing so all contractor employees on the job-site understand the contents therein.

5.4 The Site Safety Plan (SSP) shall include but not be limited to:
- Project description
- Site description
- Work hazard assessments
- Training requirements
- Required personal protective equipment (PPE)
- Required medical surveillance
- Air, water, and/or soil monitoring requirements
Site access and egress, pollution control measures
Personal hygiene, sanitation, and decontamination
Emergency response and contingency plan
Work Zone Safety Plan (if in roadway)
Site safety inspections, corrective action reports, corrective action response plan, and recordkeeping
Environmental protection measures including stormwater and Spill Prevention Control and Countermeasure Plan for Oil and Hazardous Materials in containers 55 gallons or larger.

5.5 The SSP is a dynamic document and must be updated as the project moves forward and conditions change.

5.6 The project manager and/or EHS Director serve in an advisory role by providing copies of this Handbook, during pre-construction and safety meetings, reviewing the contractors Site Safety Plans, and collaborating with the site superintendent on a variety of safety and health matters as they arise during the course of the project.

5.7 The general contractor is responsible to ensure that all sub-contractors follow the requirements listed in this Handbook and the site safety plans.

5.8 The contractor may be asked to assign a safety representative to monitor compliance with EHS requirements. The project manager and the EHS Director will determine the need for an on-site Safety Representative.

5.9 Regulations often require “competent persons” for situations, such as, crane operations, electrical safety, excavations, fall protection, and scaffolds. Colby requires (where applicable) that contractors have trained competent persons within line of sight of such activities.

6.0 CONTRACTOR ENVIRONMENTAL, HEALTH AND SAFETY TRAINING

6.1 Contractors are responsible for providing applicable safety training for their employees. Colby staff will not train third party employees and will only provide College hazard information associated with a project such as specific confined space hazards, specific material hazards (asbestos locations) or environmental conditions outside of traditional operations.

6.2 The contractor shall, upon request, provide copies of all applicable safety training certificates for their employees to the EHS Director or Project Manager. Documentation will show that employees have had the appropriate safety training to protect them and others from the hazards of the work assigned.

6.3 Documentation shall include employees designated as competent persons for inspections of excavations, electrical work, scaffolds, and other OSHA specific items.
7.0 GENERAL REQUIREMENTS

7.1 The following section lists the requirements for contractors regarding general Colby safety and operational policies. Specific OSHA regulations, Colby, and other program requirements are detailed later in Section 8 of the Handbook.

7.2 Accident Reporting

7.2.1 Contractors are required to report all accidents at the time of the occurrence, regardless of the severity of the accident.

7.2.2 Contractors must contact Colby Security at (207) 859-5911 for any accident or emergency.

- Colby Security will contact local emergency authorities if required.
- Contractors must also contact their project manager after Colby Security has been notified.
- Project managers will notify the EHS Director.
- An investigation may be required at the discretion of the EHS Director.

7.3 If any regulatory agency, including but not limited to OSHA, EPA, DEP, DOL, or the State Fire Marshal, arrives on site, contact the Project Manager or EHS Director immediately.

7.4 Normal work hours coincide with when campus buildings are typically open beginning at 7:00 AM to 5:00 PM Monday through Friday.

7.4.1 Access to buildings outside of these normal building hours is subject to approval/authorization by the project manager.

7.4.2 Work that causes disruptions to building systems, including but not limited to power and plumbing outages, may be required to be performed outside of normal business hours.

7.5 Housekeeping:

7.5.1 The contractor is responsible for ensuring and maintaining good housekeeping at all times while working on campus.

7.5.2 Good housekeeping includes keeping the work site neat, clean, orderly and free of excess trash or debris. Never block walkways, stairs, exits, roadways and never create a tripping hazard with hoses, electrical cords and material in public walkways. Never block roadways or sidewalks with parked vehicles or equipment unless there is written permission from security and an approved plan to deal with changes to traffic during the blockage. Ensure all roadways and sidewalks are clear of mud and debris.

7.6 Dust, Odor and Noise Control

7.6.1 All Contractors must install appropriate measures within their work area to control and minimize dust, odors, and noise. The following minimal requirements must be met when generating air contaminates in occupied spaces:
A physical barrier must be installed between the work areas and the remainder space.

A ventilation system that creates a negative pressure within the work area, must be installed.

Coordinate specific site requirements with your Project Manager if atmospheric hazards are anticipated before starting work.

Roadway dust control as per air emissions license.

7.6.2 Work outside of normal business hours may be required for excessively dusty, noisy, or strong smelling tasks in or near occupied locations that cannot be acceptably mitigated.

7.7 If applicable, the project manager will coordinate the installation a field office on a case by case basis. Whenever possible, the project manager will locate the field office should as close as practically possible to the project site and determine what services to include/provide.

8.0 SPECIFIC SAFETY PROGRAMS AND COLLEGE POLICIES

8.1 The following, details the requirements for specific regulatory and Campus related safety programs/policies. The following does not attempt to address all potential regulatory/safety requirements that may be encountered while working at Colby.

8.2 Driving on campus requires additional precautions due to the large number of students and pedestrians. When operating a vehicle on Colby property all drivers must follow the conditions listed in Colby’s Fleet Safety Policy (Reference A). In addition, contractors must adhere to the following conditions:

8.2.1 Any contractor operating a vehicle on Colby property must have a valid US or Canadian driving license and appropriate insurance.

8.2.2 Pedestrians always have the right-of-way, and drivers must always yield to pedestrians regardless of location.

8.2.3 Follow the three S’s; Seatbelts, Stop, and Slow while driving on campus. All contractors must wear their seatbelts, make a full stop at stop signs and for pedestrians, and maintain a slow vehicle speed.

8.2.4 Driving on sidewalks, walkways, or grass areas is prohibited without prior approval from your project manager and/or Facilities Department. Authorization must be requested a minimum of twenty-four (24) hours in advance of such activity.

8.3 There is limited parking on campus and all contractors are required to follow the parking requirements stated below:

8.3.1 A temporary contractor parking permit for authorization to park on campus must be displayed at all times.
8.3.2 Complete Appendix K, Temporary Parking Pass Permit and Map of Contractor Parking Areas, and provide to the project manager to obtain the parking permit.

8.3.3 Never leave vehicles idling next to buildings. If the vehicle must remain next to a building during the performance of work, turn the vehicle off. Discuss locations with your project manager if the vehicle must remain idling to complete the work.

8.3.4 All roads on campus are designated fire lanes. No parking is allowed unless the road is marked indicating that parking is permitted by the project manager.

8.3.5 Parking is never permitted in designated service and delivery parking spaces or zones.

8.3.6 Contractors are prohibited from parking in spaces marked as “visitor” spaces.

8.3.7 Contractor parking is never permitted on the shoulders of Bixler Drive and Mayflower Hill Drive.

8.3.8 Parking fines for no parking zones will be at least $25 per ticket. Parking fines for handicapped spaces and fire lane violations will be at least $100 per ticket. Tickets can be appealed within thirty (30) days of the violation. After the first unpaid ticket, a warning letter will be issued; if the ticket still remains unpaid the vehicle will be towed at owner's expense the next violations.

8.3.9 These requirements apply to the parking of vehicles 24/7, regardless of whether the time is during or after regular working hours.

8.3.10 Additional parking restrictions may be required depending weather conditions etc. which will be communicated by the project manager as needed.

8.4 Hazardous Material Use on Campus and Colby's Hazardous Communications Program:

8.4.1 Colby College maintains an electronic database of all hazardous materials used on campus per the College’s Hazardous Communication Program (Reference B). All contractors will be provided 24-hour access to the data sheet library at their request.

8.4.2 Contractors must provide current copies of the Safety Data Sheets (SDS) to the project manager for all products that Colby employees, students, or visitors are likely to be exposed to during the course of the work/project.

8.4.3 For all other products, contractors must maintain up-to-date Safety Data Sheets for the materials and chemical products stored in your work vehicles and/or used to perform your scope of work that are readily available for any onsite personnel in the event of an emergency.
8.4.4 Due to chemical sensitivity, over the counter cleaning products are not permitted in occupied buildings. Only the products listed in Appendix B, Allowable Cleaning Products, may be used in occupied buildings.

8.4.5 Colby maintains a strict Integrated Pest Management (IPM) program, Reference C, program that prohibits the use of any pesticide on campus without approval from the IPM committee and requires a Maine pesticide applicators license.

8.4.6 All contractors are required to use low VOC products when available and/or as specified in the contract documents. The use of products with VOC contents above the Low VOC definition, requires written permission from the project manager see Section 9, Table 1, for additional details.

8.5 Personal Protective Equipment (PPE):

8.5.1 All contractors are required to wear appropriate PPE (i.e. clothing, shoes, eye protection, gloves, hard hats, respiratory protection, etc.) per standards of SDS, OSHA, and all other governing regulatory bodies, while performing work on campus.

8.5.2 All PPE must be provided by the contractor to their employees and will not be supplied by the College.

- Pants, jeans or shorts, shoes, and shirts must be worn at all times. Short sleeve shirts, T-shirts and sleeveless shirts are acceptable provided they are not modified (i.e., deliberately cut sleeves or holes) and do not contain any offensive writing or graphics.
- All personnel on the jobsite are required to wear appropriate footwear for the specific job being performed. Open toe shoes are never permitted on the jobsite.
- Hard hats are required at all times on any Colby jobsite, when overhead work is being performed, unless OSHA does not require hard hats for the specific task (i.e. painting).

8.6 Control of Hazardous Energy:

8.6.1 If the Contractor intends to service or maintain existing equipment that holds stored energy or that could potentially injure a person during unexpected startup, the Contractor must inform and coordinate with the project manager.

8.6.2 All lockout/tagout work performed on existing equipment must be done in accordance with Colby's Hazardous Energy Control Program (Reference D) and Colby's equipment specific procedures provided by the project manager or EHS Director.

8.7 Electrical Safety:

8.7.1 Contractors are required to comply with all applicable OSHA, NFPA, and NEC electrical safety rules and regulations while on the job site. Requirements specific to Colby include, but are not limited to:
Tool power cords and electrical extension cords must be in good condition and must not create a tripping hazard in hallways or on pedestrian walkways.

- Only extension cords meeting ANSI standards may be used.
- Cords that stretch across walkways must be entirely covered, secured, elevated, or protected by other means when exposed to damage, water, or when a potential for a tripping hazard exists.
- When using electricity outside or using temporary power, Ground Fault Circuit Interrupters (GFCI’s) are required.

8.7.2 In addition to OSHA requirements, third party employers must follow 2015 NFPA 70E (Reference I) for design procedures, proper installation and worker safety parameters associated with electrical systems maintenance and installation, as well as PPE that must be worn in potential arc-flash areas.

8.7.3 All permanent and temporary electrical work shall be done in accordance with National Electric Code, OSHA and other applicable standards.

8.7.4 Contractors installing electrical service will immediately label circuit breakers and disconnect panels as to their purpose.

8.7.5 The responsible contractor shall properly tag temporary feeder wiring at the source for identification purposes.

8.7.6 Exposed voltage in occupied areas shall be attended by a contractor employee or be posted and barricaded by the contractor within an enclosed radius safe area as recommended per NFPA 70E.

8.7.7 Electrical equipment inspection is to be done in accordance with the manufacturer’s specifications, or on a quarterly basis at a minimum. Records of these inspections shall be made available upon request.

8.7.8 All electrical connections shall be coordinated with a Colby Facilities electrician.

8.7.9 Electrical tie-ins shall be conducted only on de-energized (locked out and tagged out) systems.

8.7.10 Unauthorized, live tie-ins to electrical services are prohibited and will result in the immediate and permanent exclusion of the worker from all Colby facilities.

8.7.11 In the event energized electrical work is required and meets allowable requirements under OSHA and NFPA 70E, a permit must be issued prior to the start of any work that is to be performed on exposed wiring operating at more than fifty (50) volts.

- Complete the Appendix C, Energized Electrical Work Permit.
- The signed permit from the project manager and EHS Director is required to start work. See Section 9.0, Table 1, for additional details.
8.8 Hot Work:

8.8.1 A Hot Work Permit (Appendix D) must be issued prior to the start of any work that generates heat sparks, or utilizes an open flame, including but not limited to: welding, cutting, soldering, brazing, grinding, and open flame.

8.8.2 Hot Work may be performed without a permit outdoors or in designated shop areas free of combustible material and flammable liquids.

8.8.3 The notification requirements listed in Section 9.0, Table 1 must be followed. Note: Emergency requests will be considered by the project manager or EHS Director on a case-by-case basis.

8.8.4 While hot work is being performed, the Contractor must keep the area surrounding the work free of combustible materials including but not limited to wood, paper, cardboard, and flammable liquids. All hot work must have a fire watcher and a fire extinguisher in close proximity to the area where the work is being performed. Contractor is responsible for providing a fire watcher and fire extinguisher as well as training on fire extinguisher use.

8.8.5 NOTIFY your Project Manager upon completion of work, to allow affected systems to be restored, if necessary.

8.9 Work Activity in Permit Required Confined Spaces:

8.9.1 All work performed in an existing confined space must be done in accordance with Colby’s Confined Space Entry Program (Reference E).

8.9.2 A list of Colby’s current potential permit required confined spaces is attached as Appendix E. If a work space is not on the list and may be a potential permit required space, discuss the area with the EHS Director before entry.

8.9.3 No confined spaces will be entered by third party employees without discussing the potential hazards and entry procedures with the project manager or EHS Director. Once the hazards have been discussed, the contractor must sign the Permit-Required Confined Space Entry Review Form, Appendix F.

8.9.4 All contractor and employees involved in confined space entry must be fully trained per OSHA requirements of 29 CFR 1910.146.

8.9.5 The contractor is to have all required equipment to safely enter the space per Colby’s program and Colby will not loan the contractor equipment at any time.

8.10 Flammable Liquid Storage

8.10.1 Flammable material storage are only to be stored in approved containers and portable tanks in accordance to NFPA requirements. Contractors are prohibited from storing flammable liquids in areas used as part of an emergency egress route.

8.11 Compressed Gas Cylinders:
8.11.1 Compressed gases are a high risk hazard to persons and property. Contractors are expected to follow standard industry best practices that are outlined in Compressed Gas Cylinder Association Pamphlets (Reference F). Those guidelines include, but are not limited to the following:

- Storing cylinders overnight in any occupied College building is strictly prohibited without written permission.
- If a leak develops in a cylinder that cannot be immediately corrected, the cylinder must be safely transported to a location outside the building. Use of an elevator is prohibited under such conditions.
- Compressed gas cylinders are to be stored outside in a secured (locked) area approved by the project manager.
- Cylinders shall be clearly marked for the type of gas contained.
- Oxygen and acetylene cylinders are to be stored at least twenty feet apart or separated by a 5 foot-1 hour minimum fire rated partition.
- All cylinders are to be stored and transported in a secured, upright position, with their caps secured. Never load or unload cylinders without caps.
- Flashback arrestors are required on oxygen and acetylene lines.
- Cylinders must be secured by acceptable means such as chain, strap, or rigid retaining bar. Wire ties shall not be used as a securing material.
- Keep cylinders away from welding operations, extreme temperatures, and electrical circuits.
- Cylinders on LPG powered trucks may be left on the trucks at night and on weekends with the cylinder valve closed.

8.12 Ladder Safety:

8.12.1 Contractors shall comply with manufacturer’s guidelines for use of ladders. Specific requirements include, but are not limited to:

- All ladders shall be heavy-duty industrial strength, fiberglass construction, labeled, and in good working condition. Aluminum and wooden ladders are prohibited for use on job-sites without permission from the project manager.
- The user is responsible for visually inspecting a ladder before use, and removing any defective ladders from service.
- Step ladders are to be fully opened when in use and are never to be used as straight ladders. The top rung and top step are not to be used for standing on.
All straight and extension ladders are to extend three rungs (3 feet) above the supporting object when used as an access to elevated work areas and shall be secured at the top.

All straight and extension ladders must be equipped with non-skid feet.

Straight and extension ladders shall be placed at an angle so the base is one-fourth of the working length.

The area under and around the ladder shall be secured to ensure no falling objects may strike persons below.

Ladders shall not be left unattended in public areas and securely stored at the end of the workday.

8.13 Barricades and Opening Protection:

8.13.1 Barricades and warning signs are required around the perimeter to all construction sites. In addition, adequate protection must be given to excavations, holes, or openings in floors or roofs, elevated platforms, crane radii, and around overhead work to protect people from falling objects.

8.13.2 Additional Requirements Include:

- Barricades must be erected before any excavation starts, and extended as the excavation progresses.
- Barricaded areas which contain an opening or hole for access must be protected during working hours and must be secured at the end of each day.
- All holes or openings through floors or decking at all elevations must be immediately covered, barricaded or guarded.
- Material or equipment must never be stored in an excavation cover or inside an excavated area.
- Hole covers must be secured or cleated so they cannot slip, and they must extend adequately beyond the edge of the hole.
- Barricades shall not create a tripping hazard. Any potential tripping hazards should be clearly marked.
- The type of barricading system, whether it is fencing, caution tape, or some other means, must be discussed with the project manager to provide protection for the campus community.
- Warning signs should be placed on barricades/fences for the duration of the construction project.
- Perimeter fencing that blocks sidewalks must include signs directing pedestrians to a safe walkway. Primary signs can be on the perimeter fence but additional signs may be necessary to inform pedestrians of sidewalk closings that allow for safe crossing at a crosswalk.
8.13.3 Any operations that require planned street openings must be fully permitted with City of Waterville Code Enforcement office and written notification made to the project manager five days before commencing work.

8.14 Impairment of Alarm and Safety Systems:
8.14.1 Safety systems include, but not limited to: fire alarm systems, fire sprinkler systems, standpipes, smoke alarms, security devices/alarms and special hazard suppression systems that must remain operational during construction operations in occupied Colby owned buildings.
8.14.2 In the event that such system(s) must be impaired, the contractor must notify the project manager and submit a completed Notice of Impairment of Alarm and Safety Systems (Appendix H). In addition, approval to shut down a system must meet the requirements of Section 9.0, Table 1 will be given only with sufficient prior notice where there is a demonstrated need, and the occupants of the building are not exposed to undue risk.

8.15 Construction in Occupied Buildings:
8.15.1 When building occupants are present during a construction project, the following additional safeguards must be implemented to eliminate potential exposures and complaints.

- Dust and particulates from demolition, sanding and other construction activities must be controlled by adequate ventilation, or containment and negative air ventilation systems based upon the specific type of activity and particle.
- Negative air ventilation systems shall have appropriate filtration and be exhausted outside of the building. Occupant complaints pertaining to construction-related particulate matter and odors during construction may interrupt the project schedule. Projects may only continue once problems have been resolved. Any cost of delay shall be paid by the Contractor.
- All Contractors must maintain an efficient and unobstructed means of egress to all building exits while working inside and in close proximity to all campus buildings. These locations include, but are not limited to corridors, exit stairwells, vestibules and exterior doors.
- Any relocation of furniture, vending machines, and other equipment requires 72 notification and approval by the project manager.

8.16 Fall Protection
8.16.1 Fall protection procedures shall be implemented if contractor employees are anticipated to be exposed to elevations greater than six (6) feet above the floor or grade level or above dangerous equipment. In areas of fall
exposure, guardrails shall be constructed according to OSHA standards. Handrails on temporary stairs and walkways shall also be constructed according to OSHA standards.

8.16.2 Full body safety harnesses and shock absorbing lanyards are required for fall protection when it cannot be provided by other means (i.e., proper scaffold with guardrail system, aerial lifts, etc.).

8.16.3 Every employee issued a safety harness shall be instructed/trained by a competent person in the proper method of wearing, using, and securing it to an approved anchorage point.

8.16.4 Contractors shall be responsible for providing their employees with fall protection gear that is in good condition and free of visible defects or deterioration. Contractor employees shall visually inspect fall protection gear before each use and remove such equipment from service if exposed to a fall arrest or evidence of damage is observed.

8.16.5 The use of a fall monitor is not permitted on Colby projects.

8.17 Scaffolding

8.17.1 Scaffolding is permitted on Colby projects as long as it is completely located within the restricted site, meets all OSHA requirements, and the contractor follows all OSHA requirements for erecting, maintaining, and dismantling scaffolding. This includes the requirement to ensure direct supervision of an individual that is defined as qualified to supervise per OSHA standards.

8.17.2 Scaffolding must be completely secured at the end of the workday to prevent unauthorized access.

8.17.3 The erection of scaffolding requires written permission from the project Manager see Section 9.0, Table 1, for additional details.

8.18 Work in Roadways:

8.18.1 All work performed in a roadway must comply with the Manual on Uniform Traffic Control Devices (MUTCD) requirements for Temporary Traffic Control. The following types of roadwork, at a minimum, will require compliance:

- Working within 15 feet of the shoulder
- Short duration or mobile operation on the shoulder
- Work on the shoulder
- Shoulder work with minor roadway encroachment
- Lane closure on two-lane road using flaggers
- Lane closure on two-lane roads with low traffic volume
- Lane closure on minor streets
- Temporary road closure
- Work in the center of the road with low traffic volumes

8.19 Heavy Equipment:
8.19.1 Heavy equipment, such as backhoes, dump trucks, dozers and excavators, shall only be operated by individuals who are trained and qualified by their contractors.

8.19.2 Back-up signals are required on heavy equipment with a restricted rear view.

8.19.3 All heavy equipment shall be in safe operating condition and meet OSHA/DOT safety requirements.

8.19.4 All contractor employees shall be donned in conspicuous safety warning vests in the presence of heavy moving equipment and other vehicular traffic.

8.20 Aerial Lifts and Platforms:

8.20.1 Contractors shall not use College-owned or operated aerial lifts.

8.20.2 Articulating boom lifts shall only be operated by trained and qualified individuals wearing fall protection.

8.20.3 Lifts shall be inspected by competent person before use in accordance with the manufacturer's instructions and be free of defects.

8.21 Crane Operations:

8.21.1 Due to the College's close proximity to the Waterville Robert LaFleur Airport, the height of all equipment (cranes, lifts, etc.) is restricted by the Federal Aviation Administration (FAA).

8.21.2 The FAA requires that Contractors and building owners must contact the FAA when planning to use a temporary crane and when building a new permanent structure within close proximity to an airport, such as the Waterville Airport.

8.21.3 The FAA requires that a temporary crane permit request must be filed with them for any project at Colby College, regardless of location on campus. The contractor must review this request with the Project Manager before it is submitted. However, it is the Contractor's responsibility to file the request.

8.21.4 In addition, the FAA requires that any person/organization who intends to sponsor construction or alterations must notify the Administrator of the FAA when specific criteria listed in this section are reached. To determine whether or not the project meets the criteria, the Contractor must fill out an online FAA notice criteria tool. The tool then returns a result that informs you as to whether or not you need to file for a permanent structure permit.

8.21.5 Review the online tool and related materials with the Project Manager, before submitting documents to the FAA. However, it is the Contractor's responsibility to obtain this permit, if required by the FAA.

8.21.6 This permit application process can be lengthy. It is the responsibility of the Contractor to ensure the application is submitted in a timely manner and does not impact the construction schedule.
8.22  Work Around Utilities:

8.22.1 Only Colby Facilities personnel or their designee may shut-down or start-up operating utilities. The Contractor must contact the project manager, who will coordinate with the appropriate personnel in advance of the need for such shut-downs or start-ups.

8.22.2 Appropriate pre-planning and significant advance notice are essential criteria when dealing with campus utilities, complete Appendix G, Utility Services and Work Permit Request Form before commencing work. See Section 9.0, Table 1, for additional details.

8.22.3 Utilities and alarm and safety systems encountered on campus include, but are not limited to the following:

- Domestic Cold and Hot Water
- Storm and Sanitary Sewer
- Steam and Steam Condensate
- Heating Hot Water
- Cooling Chilled Water & DX Systems
- Lawn Irrigation Systems
- Electric Power
- Telephone & Data & CATV
- Fire Alarms, including fire alarm panels, smoke detectors, heat detectors, fire sprinkler systems, and surveillance.
- Video Surveillance
- Motion Detection
- Emergency Lighting
- Door or Window Alarms

8.22.4 All lines encountered within the area of work are considered to be active ("hot") until it has been verified through Facilities and test meter (electric) that the line has been disconnected.

8.23  Below Grade Excavation Requirements (Dig Safe):

8.23.1 Dig Safe is a requirement under Maine State Law, Title 23, Section 3360-A Protection of Underground Facilities. All requirements must be followed when doing any earthwork below grade with mechanical excavating tools.

8.23.2 Mechanical excavations require written permission from the project manager see Section 9.0, Table 1, for additional details.

8.24  Asbestos Containing Materials (ACM)

8.24.1 ACMs have been encountered during renovations in many buildings on Colby campus that were constructed prior to 1982. Any building on campus constructed after 1982, may or may not be free of ACMs. If a building is known to have ACMs, Colby College will make every effort to show this on the contract documents.
8.24.2 Materials that may contain asbestos on Campus include vinyl asbestos flooring tiles, piping insulation, heat refractory materials, acoustic and fire proofing and many types of roofing and siding materials.

8.24.3 All Contractors are to assume that any building on campus constructed prior to 1982, whether it has been renovated or not, potentially contains ACMs. The Facilities Department at Colby College has a database of locations/materials where ACMs have been identified. See Facilities or your project manager to determine if your project’s area of work may contain ACMs.

8.24.4 If a suspect material is found, the following requirements must be followed:
- Stop the immediate task and all work in surrounding vicinity.
- Contact in person or via telephone your project manager.
- Secure the work area and exit all personnel.
- Coordinate any investigation, handling, testing, encapsulation, abatement and abandonment in-place, if requested, with the Assistant Director of Operations and Maintenance and your Project Manager.
- Wait for Written Authorization from your Project Manager to proceed back to work.

8.25 Other Hazardous Materials

8.25.1 In addition to asbestos, Contractors should be aware that there is the potential for other hazardous building materials in campus building that will require specific safety management practices and controls. Examples included the following and if encountered or suspected, work with the project manager to ensure proper precautions and disposal is practices are followed:
- Lead (paint, solder, etc.)
- Mold/Mildew (walls, furnishings, floors, ceilings, etc.)
- PCBs (caulking, sealants, paint, electrical equipment)
- Mercury (fluorescent lamps, thermostats, rubber flooring, etc.)

8.25.2 If a suspect material is found, the following requirements must be followed:
- Stop the immediate task.
- Contact in person or via telephone your Project Manager.
- Coordinate any investigation, handling, testing, encapsulation, abatement and abandonment in-place, if requested, with your Project Manager.
- Manage any work performed on lead, mold, or mildew-containing materials in accordance with the DEP regulations.
Wait for Written Authorization from your Project Manager to proceed back to work.

8.26 Operation of Drones for Commercial Use

8.26.1 The operation of drones or unmanned aerial systems (UAS) on Colby property must meet the requirements of Colby Unmanned Aerial Systems Policy (Reference J)

8.26.2 All third party UAS operators must also have the correct liability insurance approved by the College’s Director of Risk.

9.0 PROGRAM NOTIFICATIONS AND PERMITS

9.1 Contractors must notify (verbally or in writing) the project manager or other designated representative prior to performing the following activities, unless the project documents expressly authorize the activity without such notification requirement or implicit in the scope of work and discussed before work begins:

- Moving emergency equipment (fire extinguishers, first aid kits, AEDs, etc.), provided by Colby College.
- Working with hazardous materials in occupied areas.
- Using powder actuated tools.
- Working on a roof or unprotected (no guardrails) area above six feet.
- Installing a temporary electrical service.
- Using a gas, diesel, or LP (propane) powered engine indoors.
- Work after hours.
- Blocking egress routes and emergency exits.
- Working in a College laboratory that may contain biological, radiological, or chemical hazards.
- Any additional or supplemental work not listed in the project documents which have a high risk of injury to the contractor’s employees or other persons or property.

9.2 In addition to providing notification, the following activities must be authorized with a written approval before the Contractor can proceed with the work activity.

<table>
<thead>
<tr>
<th>TYPE OF PERMIT</th>
<th>COMPLETE UTILITY SERVICES REQUEST FORM</th>
<th>OBTAINED OR ISSUED BY</th>
<th>NOTICE REQUIRED</th>
<th>DELIVERABLES TO CONTRACTOR AND RELATED REQUIREMENTS BEFORE STARTING ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Building, Building Renovation, and Site Location (DEP)</td>
<td>Not Required</td>
<td>Project Manager</td>
<td>Varies</td>
<td>Permit copies delivered to Contractor to be posted in Contractor’s field office. Project Manager will keep a copy on-file at Facilities.</td>
</tr>
<tr>
<td>Other City of Waterville, State or Regulatory Agency Permits (incl. Sewer, Sprinkler, Electrical &amp; Plumbing)</td>
<td>If Utilities Work Required</td>
<td>Contractor</td>
<td>Varies</td>
<td>Permit copies posted in Contractor's field office and delivered to Project Manager to be kept on file. **Permits required for specific trades will be the responsibility of the trade doing the work.</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Impairment of Fire Alarms &amp; Safety Systems (Internal)</td>
<td>Required</td>
<td>Project Manager</td>
<td>72 Hours</td>
<td>Complete the Notice of Impairment of Alarm and Safety Systems and receive written authorization from the project manager before commencing work.</td>
</tr>
<tr>
<td>Hot Work (Internal)</td>
<td>Required</td>
<td>Project Manager</td>
<td>72 Hours</td>
<td>Signed Hot Work Permit to be posted near the hot work activity. Project Manager will keep a copy on-file.</td>
</tr>
<tr>
<td>Energized Electrical work (Internal)</td>
<td>If Utilities Work Required</td>
<td>Project Manager</td>
<td>72 Hours</td>
<td>Signed Energized Electrical Work Permit to be posted near the hot work activity. Project Manager will keep a copy on-file.</td>
</tr>
<tr>
<td>Confined Space Entry (Internal)</td>
<td>If Utilities Work Required</td>
<td>EHS Director</td>
<td>72 Hours</td>
<td>Signed Entry Permit to be kept on file by the Contractor and Project Manager. OSHA required confined space permit must be retained and posted per 29 CFR 1910.146.</td>
</tr>
<tr>
<td>Scaffolding Erection (Internal)</td>
<td>Not Required</td>
<td>Project Manager</td>
<td>72 Hours</td>
<td>Notify the project manager in writing of the name of the competent person who will supervise the scaffold erection and commence work upon written authorization.</td>
</tr>
<tr>
<td>Crane Use</td>
<td>Not Required</td>
<td>Project Manager</td>
<td>72 Hours Dependent on FAA response</td>
<td>Receive written authorization from your project manager, FAA, and LaFluer Airport before utilizing cranes or lifts.</td>
</tr>
<tr>
<td>Planned Street Opening</td>
<td>Required</td>
<td>Project Manager</td>
<td>120 Hours</td>
<td>Permit copies delivered to Contractor to be posted in Contractor's field office. Project Manager will keep a copy on-file.</td>
</tr>
<tr>
<td>Blocking Egress Route/Exit</td>
<td>Not Required</td>
<td>Project Manager</td>
<td>24 Hours</td>
<td>Notify and receive written authorization from the project manager before commencing work.</td>
</tr>
<tr>
<td>Demolition</td>
<td>If Utilities Work Required</td>
<td>Project Manager</td>
<td>Varies on scope and location</td>
<td>Notify and receive written authorization from the project manager before commencing work.</td>
</tr>
<tr>
<td>Trenching and Excavating</td>
<td>If Utilities Work Required</td>
<td>Project Manager</td>
<td>72 Hours</td>
<td>Notify and receive written authorization from the project manager before commencing work.</td>
</tr>
<tr>
<td>-------------------------</td>
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<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Asbestos Removal</td>
<td>Required</td>
<td>Project Manager</td>
<td>72 Hours</td>
<td>Notify and receive written authorization from the project manager before commencing work.</td>
</tr>
<tr>
<td>High VOC Products</td>
<td>Not Required</td>
<td>Project Manager</td>
<td>24 Hours</td>
<td>Notify and receive written authorization from the project manager before commencing work.</td>
</tr>
</tbody>
</table>

9.3 If the contractor is listed as the responsible party for obtaining the permit, the contractor is responsible for all fees or costs associated with the permit or inspections.

9.4 The permits and deliverables are often dependent upon the type of utilities and actions checked-off on the Utility Service Request Form. Thus, it is the Contractor’s responsibility to ensure a Utility Service Request Form is completed and approved, when necessary.

10.0 ENVIRONMENTAL MANAGEMENT PRACTICES

10.1 Colby will notify all contractors of the existence of any known environmental hazards that may be encountered on the job site. The Contractor is responsible for handling and disposing of all hazardous, special, and normal waste generated as a result of their construction activities.

10.2 Project managers or the EHS Director must be provided company lists of all transportation and disposal facilities that are proposed to be utilized for the disposal of environmentally-hazardous materials generated on the construction site. The contractor is required to provide project managers completed documentation of the proper disposal of environmentally-hazardous materials originating at Colby.

10.3 Environmental Permits, Registration, and Notification:

10.3.1 The Contractor is responsible for obtaining all necessary permits from applicable environmental regulatory agencies (e.g., MEDEP) prior to beginning any work that will require such a permit. Copies of such permits will be submitted to the Project Manager for review before work commences.

10.4 Construction and Demolition Debris:

10.4.1 Disposal of construction and demolition debris in campus dumpsters is prohibited. It is the Contractor’s responsibility to properly profile and recycle/dispose of construction debris in accordance with applicable environmental regulations and Colby’s sustainability goals.

10.4.2 Discharge of any foreign liquids, or solid material(s) to the ground, storm and/or sanitary sewer system is strictly prohibited.

10.5 Underground Storage Tanks (UST) and Natural Gas Piping:
10.5.1 In the event that a UST or associated piping, or evidence of a leak is discovered during the project, the Contractor shall stop work immediately in areas adjacent to the tank or piping and contact Security and the EHS Director for further evaluation. Under no circumstance is the tank and/or associated piping to be excavated or removed without the expressed approval of the EHS Director.

10.5.2 There are currently three active UST on campus:
- Propane tank located near Pulver Pavilion
- Propane tank located near SSW Alumni Center
- Propane tank located near the Davis Science Center.

10.5.3 Natural gas pipeline runs along the shoulder of Mayflower as well as Washington Street up to the Central Heating Plant. Any work with the potential to impact the lines must be vetted with the project manager and Summit Natural Gas.

10.6 Spill Prevention:
10.6.1 The Spill Prevention, Control and Countermeasure (SPCC) Plan (Reference H) provides the guidelines to prevent and respond to releases to the environment (e.g., “spills” or “leaks”). The SPCC plan includes campus specific information regarding oil storage, facility drainage, spill prediction, prevention, control and countermeasures, inspections, security, oil handling procedures, personnel training and spill response as described in 40 CFR 112.

10.6.2 To maintain SPCC compliance all storage of fuel and other types of oil and grease products in above ground bulk storage tanks and containers (55 gallons or greater) should be avoided or stored in secondary containment at all times.

10.6.3 Spill clean-up materials must be available during fuel transfer operations from fuel delivery vehicle to site equipment. Personnel involved in fuel transfer operations shall be familiar with transfer procedures/operations and the use of the spill clean-up materials. Contractors are responsible to have materials on hand to respond to oil spills in accordance with Colby College’s SPCC Plan.

10.6.4 In the event of a spill, the Contractor is responsible for immediately reporting any and all spills to the Colby College Security Department upon discovery.

10.6.5 Contractors shall be solely responsible for all environmental remediation, including all costs required to address any release of oil, fuel or hazardous material as a result of their operations at any Colby project. In the event of a release, remediation shall be completed in accordance with all applicable federal, state and local regulations, ordinances, orders and Colby specific directives.
10.6.6 Contractors not trained or licensed to conduct environmental or hazardous material remediation shall identify an on-call environmental contractor designated to respond to any release related to their activities. Clean-up of Contractor releases by Colby will be charged back to the Contractor(s) responsible for the release.

10.6.7 Operators of hydraulically operated equipment shall also maintain a minimum of one spill control kit sized to accommodate the largest reservoir in their inventory.

10.7 Hazardous Waste Management:

10.7.1 The Contractor shall comply with all federal, state and local regulations pertaining to the management of hazardous waste, as well as specific Colby requirements. Hazardous waste must be handled and accumulated on-site in a safe manner and by properly trained Contractor personnel only.

10.7.2 Mercury-containing fluorescent lamps and other devices regulated as universal waste, shall be removed with care and placed in special cartons to be managed and recycled properly. Do not dispose of universal waste in regular trash containers.

10.7.3 Asbestos-containing materials removed under abatement contracts may be considered hazardous or special waste. It is the responsibility of the general and abatement contractors to dispose of them properly and coordinate through the EHS Director.

10.7.4 Lead-based paint removed from structures is considered hazardous waste and must be disposed of properly and coordinated through the EHS Director.

10.7.5 Contact the EHS Director for guidance on disposal of other types of hazardous wastes otherwise not listed above.

10.7.6 Hazardous waste generated on-site shall not be transported off-campus without proper manifests and signatures. Hazardous waste will be transported and disposed of in accordance with all applicable federal, state, and local regulations. All hazardous and non-hazardous waste generated from asbestos abatement projects must be properly manifested per EPA/DOT regulations.

10.7.7 Contractors are required to submit waste manifest records to the EHS Director as confirmation that hazardous waste generated from the job-site was properly disposed.

10.8 Refrigerant Containing Equipment/Appliances:

10.8.1 Some appliances on campus, including but not limited to; window air conditioners, refrigerators/freezers, and dehumidifiers, may contain regulated refrigerants. If released, these materials are harmful to the ozone layer or are a greenhouse gas.
10.8.2 When refrigerants must be removed, they must be properly captured prior to or during the repair under the requirements of Colby’s Refrigerant Control Plan (Reference H).

11.0 EMERGENCY OPERATIONS

11.1 Contractors must abide by all alarms and evacuation procedures as established by Colby College. Any alarm triggered by the Contractor must be reported immediately and a representative must be available to address the incident. In the event of an emergency, the Contractor should report the incident to the Security Department by calling 859-5911.

11.2 The general and/or coordinating contractor is responsible for developing site-specific emergency plans and response procedures. Contractor employees and subcontractors shall be trained and have a thorough understanding of such procedures.

11.3 In an emergency, whether it involves fire, personal injury, or utility, all contractor personnel must know how to protect themselves and provide immediate notification to emergency response organizations (fire, police, medical, etc.). It is critical that all contractor personnel know where to find emergency contact information, the location of the nearest phone, fire alarm pull station, fire extinguisher, emergency eyewash station, emergency shower, and exits from the worksite and building. In the event of an emergency, the contractor must immediately report the emergency by calling (207) 859-5911. Emergency situations may include, but are not limited to:

- Accidents and injuries
- Observed smoke or fire
- Chemical or hazardous material spills
- Property damage
- Severe weather impacts
- Security threats

11.4 When reporting an emergency, please provide the following:

- Your name, phone number and location
- The location of the incident (building name, floor and room number)
- Nature and extent of the incident (injury, accident, spill, smoke/fire, damage, etc.)
- The name and amount of the material spilled (if applicable)
- The safest route to the spill (if applicable)

11.5 The contractor shall wait at the nearest location deemed safe until emergency response personnel arrive.
12.0 REFERENCE DOCUMENTS

12.1 The following documents are referenced through the Handbook. All Colby specific plans and documents can be obtained from the EHS Director or on Colby’s EHS website at:

http://www.colby.edu/humanresources/environmental-health-and-safety/

- Reference A: Colby Fleet Safety Policy
- Reference B: Colby Hazard Communication Program
- Reference C: Colby Integrated Pest Management Program
- Reference D: Colby Energy Control Program
- Reference E: Colby Confined Space Entry Program
- Reference F: Safe Handling of Compressed Gasses pamphlet
- Reference G: Colby Spill Prevention Countermeasure and Control (SPCC) Plan
- Reference H: Colby Refrigerant Control Program
- Reference I: 2015 NFPA 70E
- Reference J: Colby Unmanned Aerial System Policy
13.0 DEFINITIONS

13.1 ACMs: Construction and building material known to or suspected to contain asbestos.

13.2 Construction Work: Defined as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure or property.

13.3 Contractor: For the requirements of this Handbook, any third party employee working under a signed contract or as a merchant/vendor on campus property.

13.4 Fall Protection: Measures taken to prevent personnel from uncontrolled falls to lower levels. Fall protection can be passive in the form of guardrails or active in the form of various fall arrest systems.

13.5 Hot Work: Work that generates heat sparks, or utilizes an open flame, including but not limited to: welding, cutting, soldering, brazing, grinding, and open flame.

13.6 Large Construction Projects: For the requirements of this Handbook, large construction projects will be considered any work with a total cost of $250,000 or greater.

13.7 Live Electrical Work: For the requirements of this Handbook, live electrical work is any maintenance or installation activity on exposed electrical devices greater than 50 volts.

13.8 Lockout Tagout: A safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work.

13.9 Low VOC Chemicals: For the requirements of this Handbook, a product will be considered low VOC at 50 grams/liter or less.

13.10 Project Managers: Colby employees that hire and supervise third party employees including contractors, vendors, and consultants.

13.11 SDS: Product Safety Data Sheet is an OSHA required document used to inform chemical product users of a materials hazards, emergency response requirements and recommended protective gear.

13.12 Spills: Spills or unplanned releases include spilling, spraying, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment of any chemicals or hazardous substances, hazardous materials, oils or petroleum products.

13.13 Confined Space: A confined space is defined as a space which has limited or restricted means for entry and exit; is large enough for a person to enter and perform assigned work; and is not intended for human occupancy. Assume all confined space require a permit, unless signed otherwise.
Appendix A: Contractor Acknowledgment Form
CONTRACTOR SAFETY HANDBOOK RECEIPT
ACKNOWLEDGEMENT FORM

NAME, ADDRESS AND TELEPHONE OF CONTRACTOR:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

BRIEF DESCRIPTION OF WORK:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

CONTRACT/WORK ORDER No:___________________________________________________________________________

We (Company:___________________________________________________) acknowledge receipt of the Colby College Contractor and Safety Handbook. We agree to read this manual and will ensure that all persons engaged by us abide by the conditions prescribed.

Name Printed:________________________________________________

Title:____________________________________________________________________________________________

Signed:__________________________________________ Date:____________________

**One form to be completed and delivered to the project manager by the contractor and each of its subcontractors prior to commencing work for each Colby project.**
Appendix B: Allowed Cleaning Products
LIST OF APPROVED CLEANING PRODUCTS

This list of approved cleaning products has been compiled to ensure the safety of Colby College Students and faculty who may suffer severe reactions to unapproved cleaners or chemicals. All of the products below are distributed by S.C. Johnson Cleaning located in Hermon, ME or Clean-O-Rama located in Gorham, ME. The use of ANY over-the-counter cleaning products is strictly prohibited in any occupied campus buildings.

<table>
<thead>
<tr>
<th>Morning Mist- S.C. Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Star- S.C. Johnson</td>
</tr>
<tr>
<td>Look NA- S.C. Johnson</td>
</tr>
<tr>
<td>Speedball 2000- S.C. Johnson</td>
</tr>
<tr>
<td>Oxypure H2O2- Genesan</td>
</tr>
<tr>
<td>Raindance- S.C. Johnson</td>
</tr>
<tr>
<td>Delta-Mild-Genesan</td>
</tr>
<tr>
<td>Delta-Ultra-Genesan</td>
</tr>
</tbody>
</table>

The contractor must use ONLY the cleaners found on this list. If the job requires the use of other chemicals or cleaners, contact the Assistant Director for Grounds and Custodial Services at 207-859-5000.
Appendix C: Energized Electrical Work Permit
**ENERGIZED ELECTRICAL WORK PERMIT**

**Part I: TO BE COMPLETED BY REQUESTER**

1) Description of circuit/equipment:

_______________________________________________________________________________________________________________________

2) Description of Work to be done:

_______________________________________________________________________________________________________________________

3) Reason(s) why circuit equipment cannot be de-energized:

_______________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Requester Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Part II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK**

1) Detailed job description to be used in performing the described work:

_______________________________________________________________________________________________________________________

2) Results from the Flash Hazard Analysis:

   a. Determination of Flash Protection Boundary:

      ________________________________________________________________________

   b. Protective Clothing required/used:

      ________________________________________________________________________

   c. Personal protective equipment required:

      ________________________________________________________________________

3) Determination of Approach Boundaries to Live Parts:

____________________________________________________________________________________

4) Considerations needed for Unqualified Persons:

____________________________________________________________________________________

5) Training/Preparation Needed:

____________________________________________________________________________________

6) Notification to affected employees on the area of the work to be performed:

____________________________________________________________________________________

7) Do you agree that the above described work can be done safely (if not return to requester):

____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Electrically Qualified Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrically Qualified Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

**Part III: TO BE SIGNED BY APPROVING COLBY PERSONAL**

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EHS Director</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Appendix D: Hot Work Permit
HOT WORK PERMIT

Date:_________________ Building/Location:__________________________________________________
Description of Work:__________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Name of company doing hot work:________________________________________________________
Special Precautions:___________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Fire Extinguisher Type:________________________________________________________________
Fire Watch Required? Yes________ No________
Planned Start Date and Time:___________________________________________________________
Permit Expires on Date (Maximum 7 Days):_______________________________________________
Applicant Signature:__________________________________________ Date:_____________________

HOT WORK INSPECTION CHECKLIST

WITHIN 35' OF WORK
* Floors swept clean of combustibles
* Combustible floors covered with damp sand, fire blanket or other shield
* No combustible materials or flammable liquids
* Combustibles and flammable liquids protected with covers, guards, and blankets
* All wall and floor openings covered
* Covers suspended beneath work to collect any sparks

WORK ON WALLS OR CEILINGS
* Wall must be construction of noncombustible and without combustible covering
* Combustibles moved away from opposite side of wall

WORK ON ENCLOSED EQUIPMENT
* Equipment cleaned of all combustibles
* Containers purged of flammable vapors

FIRE WATCH
* To be provided during and one hour after operation
* Supplied with the correct type of fire extinguisher and/or hose
* Trained in use of equipment and sounding nearby fire alarm

Signed:__________________________________________ Date:_____________________
(Project Manager of the Contractor doing hot work)
Appendix E: Colby Confined Space Inventory
<table>
<thead>
<tr>
<th>Space</th>
<th>Location Description</th>
<th>Type</th>
<th>Hazards</th>
<th>Permit Req</th>
<th>Alt Entry</th>
<th>Status</th>
<th>Labeled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller Crawl Spaces</td>
<td>Acess tunnels to duct work, multiple openings (2)</td>
<td>Tunnel</td>
<td>Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Roberts Tunnel</td>
<td>Steam line tunnels single access</td>
<td>Tunnel</td>
<td>Atm O2 levels Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Roberts Tunnel</td>
<td>Steam line tunnels single access</td>
<td>Tunnel</td>
<td>Atm O2 levels Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Roberts Crawl Spaces</td>
<td>Building crawl space</td>
<td>Crawl Space</td>
<td>None</td>
<td>No</td>
<td>NA</td>
<td>Active</td>
<td>NA</td>
</tr>
<tr>
<td>Keyes/Mudd Crawl Spaces</td>
<td>Utility tunnels multiple access points</td>
<td>Tunnel</td>
<td>Atm O2 levels Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>East-West Quad Crawl Spaces</td>
<td>Utility tunnels multiple access points</td>
<td>Tunnel</td>
<td>Atm O2 levels Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Runnel Stage Crawl Space</td>
<td>Crawl space under stage</td>
<td>Crawl Space</td>
<td>None</td>
<td>No</td>
<td>NA</td>
<td>Active</td>
<td>NA</td>
</tr>
<tr>
<td>Chapel Crawl Spaces</td>
<td>Access to the area below outdoor steps</td>
<td>Crawl Space</td>
<td>None</td>
<td>No</td>
<td>NA</td>
<td>Inactive / Close</td>
<td>Yes</td>
</tr>
<tr>
<td>Mary Low Old Fuel Tank</td>
<td>Old boiler fuel tank</td>
<td>Tank</td>
<td>Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Inactive / Close</td>
<td>Yes</td>
</tr>
<tr>
<td>Foss Steam Tunnel</td>
<td>Foss to Woodman steam tunnel</td>
<td>Tunnel</td>
<td>Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Woodman Tunnel</td>
<td>Crawl space</td>
<td>Tunnel</td>
<td>None</td>
<td>No</td>
<td>NA</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Hillside Tunnel</td>
<td>Utility tunnels multiple access points</td>
<td>Tunnel</td>
<td>Steam lines Electrical lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Heights Tunnel</td>
<td>Steam line tunnels single access</td>
<td>Tunnel</td>
<td>Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Bisler Tunnel</td>
<td>Ventilation tunnel</td>
<td>Tunnel</td>
<td>Steam lines Electrical lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Dana Tunnel</td>
<td>Steam line tunnels single access</td>
<td>Tunnel</td>
<td>Atm O2 levels Steam lines</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Athletics Tunnel</td>
<td>Utility tunnel multiple access points</td>
<td>Utility Tunnel</td>
<td>Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Inactive / Close</td>
<td>Yes</td>
</tr>
<tr>
<td>Alfond Ice Arena Trench</td>
<td>Pipe run trench</td>
<td>Pipe Tunnel</td>
<td>Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Pool Filters</td>
<td>Mechanical space tank</td>
<td>Tank</td>
<td>Drowning Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Woodside Economizer</td>
<td>Central Heating Plant</td>
<td>Duct</td>
<td>O2 Deficiency Heat</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Gas side Economizer</td>
<td>Central Heating Plant</td>
<td>Duct</td>
<td>O2 Deficiency Heat</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Biomass Boilers (2)</td>
<td>Central Heating Plant</td>
<td>Boiler</td>
<td>Heat Atm O2 levels CO</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Electro Static Precipitator</td>
<td>Central Heating Plant</td>
<td>Hopper</td>
<td>Slope Dust Electricity Atm O2 levels CO</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Multiclone Separators (2)</td>
<td>Central Heating Plant</td>
<td>Hopper</td>
<td>Slope Dust Atm O2 levels CO</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Floor drain Sump</td>
<td>Central Heating Plant</td>
<td>Tank</td>
<td>H2S Methane (LEL) O2 Deficiency</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Gas Boilers (3)</td>
<td>Central Heating Plant</td>
<td>Boiler</td>
<td>Heat Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Gasifiers (2)</td>
<td>Central Heating Plant</td>
<td>Boiler</td>
<td>Heat Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Gas Stack</td>
<td>Central Heating Plant</td>
<td>Smoke Stack</td>
<td>Heat Atm O2 levels CO</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Condensate Tank</td>
<td>Central Heating Plant</td>
<td>Tank</td>
<td>O2 Deficiency Heat</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>GWS (Gas side)</td>
<td>Central Heating Plant</td>
<td>Tank</td>
<td>O2 Deficiency</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Propane Tank</td>
<td>Central Heating Plant</td>
<td>Tank</td>
<td>Atm O2 levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Deairator (DA) Tank</td>
<td>Central Heating Plant</td>
<td>Tank</td>
<td>O2 Deficiency Heat</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Regrinder (2)</td>
<td>Central Heating Plant</td>
<td>Hopper</td>
<td>Crushing Hazard</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Water Tank</td>
<td>Outside Alfond Apts</td>
<td>Tank</td>
<td>Drowning</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Sewer Catch Basins, manhole access</td>
<td>Throughout campus</td>
<td>Manholes/ tunnels</td>
<td>H2S Methane (LEL) O2 Deficiency</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Electrical and Communication manholes</td>
<td>Throughout campus</td>
<td>Manholes/ tunnels</td>
<td>ATM O2 Deficiency Methane (LEL)</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
<tr>
<td>Steam Pits and Access Manholes</td>
<td>Throughout campus</td>
<td>Manholes/ tunnels</td>
<td>ATM O2 Deficiency Methane (LEL)</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Appendix F: Permit Required Confined Space Entry Review Form
Permit-Required Confined Space Entry Review Form

1. Inform the contractor that the spaces to be entered are permit-required confined spaces and that entry is allowed only through compliance with a permit-required confined space program meeting the requirements of the OSHA Standard (29 CFR 1910.146) or other applicable industry-specific standards (e.g., 1910.268).

2. Apprise the contractor of the potential hazards associated with the spaces that make them permit-required confined spaces.

3. Apprise the contractor of any precautions or procedures that are normally used to protect employees in or near the permit-required confined spaces where contractor personnel will be working.

4. Coordinate entry operations with the contractor, when both College personnel and contractor personnel will be working in or near the permit-required confined spaces.

Space(s) to be entered:_______________________________________________________________________________

Reviewed by:

Contractor Representative: ________________________    _____________________

                 Name                     Company                     Date

Colby Representative: _________________________    _____________________

                 Name                     Department                  Date
Appendix G: Utility Services & Work Permit Request Form
UTILITY SERVICES & WORK PERMIT REQUEST FORM

A 72 Hour Notification Request to your Facilities Services Project Manager is required to request any Facilities services below:

Contractor: ___________________________________________ Requested Date of Task: ________________

Name of Person(s) Performing Work: ___________________________________________

Competent Person(s) Overseeing Work: ________________________________________

Utility: (circle the requested category of infrastructure)
  Communications
  Water
  Telephone
  Steam
  Electric
  Sanitary Sewer
  Condensate
  Storm Sewer
  Sprinkler Systems, Standpipes, Fire Pumps
  Special Suppression Systems
  Fire Alarm Systems and components
  Emergency Lighting, Exit Lighting
  Portable Fire Equipment
  Elevators
  Streets & Parking
  Other: __________________________________________________________

Action Requested: (circle the requested action and use space to the right for additional information or requests)
  Locate
  Lock Out
  Repair
  Lock Removed
  Turn On
  Impair
  Turn Off

PERMITS MAY ALSO BE REQUIRED IN ADDITION TO THIS FORM. SEE CONTRACTOR HANDBOOK

Location: ____________________________________________________________

Date Needed: _________________________________________________________

Time Needed: _________________________________________________________

Approved and Notification Given to End User By:

_________________________________________  Date

_________________________________________  Date

Project Manager

Supervisor of Mechanical & Electrical Service
Appendix H: Notice of Impairment of Alarm and Safety Systems Form
## Notice of Impairment of Alarm and Safety Systems

<table>
<thead>
<tr>
<th>System Affected</th>
<th>Date(s) of Impairment</th>
<th>Duration of Impairment</th>
<th>Area(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Safety Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Sprinkler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other fire suppression systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Smoke Alarm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Heat Alarm – Rate of Increase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Heat Alarm – Maximum Limit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Alarm Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Video Surveillance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Motion Detection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Door/Window Alarms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reasons for impairment of service:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

Name of Physical Plant Supervisor who authorized impairment: __________________________________________________________

Signature of Preparer: ______________________________________________________________________________________________

Printed Name of Preparer: __________________________________________________________________________________________

Printed Title of Preparer: __________________________________________________________________________________________

Date: __________________________________________

Preparer must call the Safety and Security Office prior to system deactivation and immediately after reactivation.

Distribution List:
Colby Project Manager
Safety and Security
Supervisor for Mechanical and Electrical Services
Appendix I: Facilities Services Specific Information
1.0 INTRODUCTION

This appendix is intended to provide additional information and requirements for all contractors working for Facilities Services (FS) at Colby College.

1.1 Contact Directory

Facilities Services Office _______________________________ 859-5000
Mina Amundsen: Asst. V.P. for Facilities & Campus Planning ________ 859-5012
Gordon Cheesman: Director of Business & Administrative Services _______ 859-5003
Kelly Doran: Director of Capital Projects ____________________________ 859-5031
Matthew Mulcahy: Director of Operations & Maintenance _____________ 859-5008
Perry Richardson: Supervisor for the Building Trades __________________ 859-5018
Anthony Tuell: Supervisor for Mechanical & Electrical Services ________ 859-5030
Dale DeBlois: Project Manager _________________________________ 859-5022
Brian Lanoie, Project Manager ________________________________ 859-5033
Holly MacKenzie: Assistant Project Manager ________________________ 859-5004
Roger Scott: Project Manager _______________________________ 859-5028
Janna Weston: Project Specialist ________________________________ 859-5014
Wade Behnke, Director of Safety ________________________________ 859-5504
Waterville Sewer District ______________________________________ 873-5191
Fax: 877-9911

Kennebec Water District ______________________________________ 872-2763
Summit Natural Gas Emergency Contact Number _____________ 1-800-909-7624
Or 1-866-664-0912

2.0 GENERAL

2.1 Authorization & Approvals

Contractors are required to receive all authorizations and approvals in writing (letter, email, fax, etc.) except under special circumstances, as determined by your Facilities Services (FS) Project Manager.

2.2 Colby Support Requests

In some cases, Colby personnel (i.e. Facilities Services O&M, Information Technology Services, Security, etc.) may be necessary to provide support services to Contractors on a project.
To ensure the availability of Colby personnel, Contractors are recommended to notify their Project Manager at least two (2) weeks in advance of any requested work to be performed directly by Colby personnel.

The Project Manager will coordinate this work with the relevant Colby personnel.

2.3 Colby Contacts

Future sections of this handbook will have a contact listed, if the listed contact is not available, the Contractor should contact their FS Project Manager or the Director of Capital Projects at 859-5000.
Appendix J: Colby College Harassment Policy
Colby College Harassment Policy

Taken from: https://www.colby.edu/administration_cs/eeo/harassment-policy.cfm

The right of free speech and the open exchange of ideas and views are essential, especially in a learning environment, and Colby College upholds these freedoms vigorously. The College is committed to assuring dignity for all and desires to be welcoming to every member of the campus community. In furtherance of that aim, Colby has developed this policy, which prohibits harassment.

**Harassment**

Harassment is defined as unwelcome hostile or intimidating remarks, spoken or written (including, for example, e-mail, text messages, postings on electronic message boards, voicemail messages), or physical gestures directed at a specific person based on that person's race, color, sex, sexual orientation, gender identity, pregnancy, religion, age, ancestry or national origin, disability, military status, or genetic information.

Because harassment results in loss of self-esteem for the victim and in the deterioration of the quality of the classroom, campus life, athletic, social, or workplace environment, the College prohibits harassment, including sexual harassment. Harassment by any student or by any employee of the College will not be tolerated. It also is a violation of this policy for any person accused of harassment to retaliate against any person who reports an incident of harassment. Students and employees should feel free to report such incidents without fear of reprisal.
Appendix K: Temporary Parking Pass Permit and Map of Contractor Parking Areas
Temporary Parking Pass Permit

Colby College has limited parking areas on campus for students, administrators, and staff personnel. We can only provide contractor access to parking in a limited number of spaces for trade vehicles that require regular access. All other trade vehicles and contractor employees need to park in the FS parking areas (on map). We require you to complete the following:

Colby Project: ___________________________          Project Manager: __________________________

Company Name: __________________________________________________________________________

Contact Person: ___________________________   Phone #: __________________________

Parking Spaces Requested: ___ 1 ___ 2 ___ 3

Dates Requested: from _____/_____/_____ to _____/_____/_____

Justification of need and location requested (please describe the necessity, or extenuating circumstance, and indicate area(s) on map provided).

Return this request into your Project Manager. The Project Manager will present the information to our Campus Security for review. Once approved, permits will be issued by the FS office. Signage will be posted by the Physical Plant Department upon Security approval, as appropriate.

Signed by: ___________________________          Date: ______________

Print Name: ___________________________

Colby Security Permission Granted by: ___________________________ Date: __________
Map of Contractor Parking

1. Normal Contractor Parking highlighted in green
Temporary Parking Pass

Facilities Services
Contractor Parking Permit
Issue date: ____________
Expiration date: __________