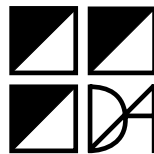




# **GENERAL SAFETY ORIENTATION FOR CONTRACTOR PERSONNEL**



**Dormitory Authority  
State of New York**



**The Dormitory Authority - State of New York manages  
more than 700 construction projects every year.**

**Our top priority on every project is safety.**

**Our goal is a safe project for everyone: you,  
your fellow workers, and the general public  
who will pass by the worksite every day.**

## ***Safety is Everyone's Responsibility***

At the Dormitory Authority we expect our consultants, contractors, and their employees to take safety seriously. We hold each construction manager or prime contractor responsible for developing and carrying out a safety plan.

Each plan is designed for a specific project site. Each construction manager or prime contractor is responsible for enforcing the safety plan.

On a construction project, working conditions and equipment are constantly changing - the temporary ramp that was installed today may be removed tomorrow, walls will be added and doorways will be cut where they didn't exist before. Renovation or rehabilitation projects will also have unexpected conditions to work around. That's why it is so important for everyone to make sure that safety procedures are followed.

The rules and procedures discussed in this booklet will help make our projects safer. You should also learn about any project-specific rules that may be in effect on your jobsite.

Please read this booklet and make sure you understand what is expected of you. If you have questions, talk to your supervisor or employer. We encourage your input on safety-related matters, and we look for a successful, and safe, project completion.



## ***General Rules***

The Dormitory Authority has general safety rules that everyone must follow. There are also general policies and procedures that are required at every project. Policies and procedures that prohibit smoking, fighting, or the use and/or possession of alcohol or illegal drugs will be communicated to you in detail elsewhere, as will our policies regarding sexual harassment. Violating any of these policies will be grounds for immediate termination.

## ***Protective Clothing and Equipment***

At the very least, everyone on a Dormitory Authority project site must wear hard-soled boots, long pants and a T-shirt. You also must wear and/or use other protective clothing or equipment that your employer will provide. Some examples of this equipment include safety glasses, face shields, earplugs, gloves and chemical suits. The equipment you use should be appropriate to the work at hand.

We require all workers to wear hard hats except in office trailers and other areas specifically deemed as non-hard hat areas.

Respirators must be worn when you are working in dusty environments or with hazardous chemicals that require this level of protection. If you are required to wear a respirator, your employer must have a written respirator program. You must be medically qualified and fit-tested before you can wear and use this equipment.



## ***Housekeeping***

A clean site is a safe site. Everyone on a Dormitory Authority project is expected to keep the site clean. Trash cans will be set up around the site. Use them. Areas for coffee and lunch breaks will be designated. Eating in finished areas is not allowed.

You must help keep the site free of excessive materials, keep aisles clear, and maintain open access to exits and fire extinguishing equipment. Your supervisor will tell you where to dump scrap materials. Don't let them pile up in work areas. Tools must be stored in locked areas when not in use. Tools should be kept out of aisles and walking areas during the workday.



Part of the good housekeeping is proper storage of materials. Flammable liquids must be kept in appropriate containers and stored in designated areas. Compressed gas cylinders such as oxygen and acetylene must be properly secured when not in use. Incompatible cylinders must be kept at least 20 feet apart.

## ***Perimeter and Fall Protection***

Proper perimeter protection is critical to a safe work site. Guardrails, toe boards, and barricades must be set up to protect open elevator shafts, floor openings, open edges, and scaffolding. Under no conditions shall perimeter protections or barriers be removed unless accessing the protected area is critical to the task at hand. When perimeter protection is removed, all floor openings must be

covered and secured. Anyone who removes a protective barrier of any kind must replace that barrier before leaving the area.

Fall protection equipment such as harnesses, lanyards, and nets must be used when working from elevated surfaces or from boom lifts. Belts can be used only as positioning devices. When working from heights of six feet or more, you must wear a harness with a lanyard anchored to an attachment point that can withstand 5,000 pounds of force. If a harness and lanyard system is not used, you must use a net or a monitor and implement a more detailed fall protection plan.

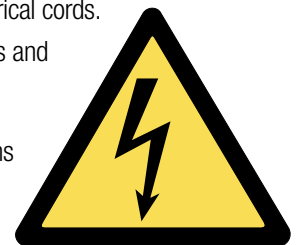


Scaffolding and ladders should be properly anchored and secured. Use the ladders or staircases when climbing scaffolding. When using ladders, make sure they are stable, secure and extend at least three feet above the landing platform before you start to climb. Face the ladder when climbing up or down. Do not carry objects in your hands when using the ladder. Metal ladders are not permitted on Dormitory Authority project sites.

## ***Electrical***

Electrical safety rules must be followed closely. Do not use damaged or frayed electrical cords. Take damaged tools, extension cords and equipment out of service.

Make sure your electrical connections are protected with ground fault

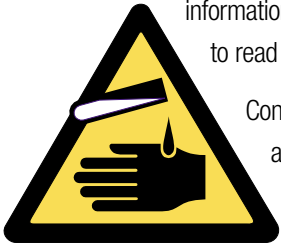


circuit interrupters. This protection can be provided at the breaker or by attaching a GFCI device to your extension cords. Lockout procedures must be used when working on energized equipment.

Only qualified electricians may make electrical repairs.

## **Chemicals**

Your employer must make you aware of the chemical hazards you are exposed to, and must have a Hazard Communication program in place. This program should include copies of Material Safety Data Sheets (MSDS) for the chemicals used on site. You must be allowed access to this information. You should also be trained in how to read a MSDS.



Contractors and their employees are not allowed to bring any hazardous chemicals on the project site without an accompanying MSDS.

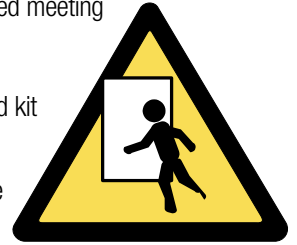
Whenever a new chemical is brought on site, you should be sure that your supervisor is aware of it so that appropriate information can be communicated to the people on site.

Contractors and their employees are responsible for the proper notification, care, use, storage and disposal of their chemicals or hazardous materials at all times.

## **Emergencies**

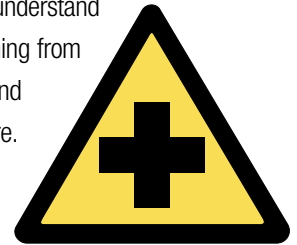
If the site requires evacuation, sound the alarm or your evacuation signal, and follow your company's evacuation plan. Go to your designated meeting area and wait for further instruction.

Your employer should have a First Aid kit on site at all times. If emergency medical services are needed, call the emergency personnel at the phone numbers provided to you, or call your supervisor.



## **Accident and Injuries**

All accidents and injuries, no matter how severe, should be reported immediately to your supervisor. The Dormitory Authority expects that your employer will investigate what happened to find out what can be done to prevent similar accidents. We expect you to help with that review. Please understand and remember that it is only by learning from these events that similar accidents and injuries can be prevented in the future.



## ***Enforcement***

The Dormitory Authority requires these general safety rules and procedures be enforced as a minimum set of standards on all project sites.

Your supervisor is directly responsible for enforcing safety in your work area. The construction manager and/or the Dormitory Authority Project Manager for your site will support supervisors' efforts.



You should be aware that serious violations of safety rules and procedures might cause you or your employer to be fired from the project.



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