



## **Environmental Health & Safety (EHS) and Public Safety's General Requirements for Contractors**

### **General Behavior**

The Medical College of Wisconsin (MCW) is a professional, higher education facility and all contractors working on our campus are expected to respect our work place. This entails appropriate language and behavior while on the job site. Objectionable or harrasing behavior or language shall not be tolerated.

Contractors are responsible for performing work in conformance with all environmental, health and safety laws, regulations, and MCW standards.

### **Tobacco/Alcohol/Drugs/Firearms**

Consumption or use of tobacco, eCigarettes, alcohol, or controlled substances; and the possession of firearms is **not allowed** anywhere on the MCW Campus , or any of its off-campus leased sites. This includes a ban on smoking within private vehicles. Any contractor found smoking on the grounds will be asked to leave the job site immediately.

### **Public Safety**

Security services for MCW are provided by MCW's Public Safety Department. Public Safety can be contacted 24 hours a day, 7 days a week at 414.955.8295 (non-emergency) or 414.955.8299 (emergency). Project-related technical security issues can be directed to the Physical Risk Manager at 414.955.8833.

### **Working hours**

Normal working hours for contractors are established as 6am-6pm, Monday – Friday. Any work outside of these hours must be arranged at least 24 hours in advance through the appointed MCW Project Manager.

### **Parking**

Contractors actively working on MCW contracted job sites may park in Lot C, located North of the Wisconsin Athletic Club building on Watertown Plank Road. Contractors may use the intercom at the gate to gain entrance by announcing their name, company name, and their job title. See Appendix E for campus map.

Contractors may not leave company or personal vehicles unattended at the MCW loading dock, other than while unloading or loading materials and tools. Overnight parking is not allowed unless it is specifically job related.

### **Contractor IDs**

A limited number of MCW contractor access cards and key sets are available through the MCW Public Safety Office. The Public Safety Office is located in the Health Research Center (HRC), room H1820. Check out is limited to site foremen, or as arranged at the start of a project via the appointed MCW Project Manager. If the badge is lost, report to Public Safety to obtain a replacement.

All contractors working on the MCW campus shall carry and display their employee badge at all times on campus.

### **Job site deliveries**

Deliveries shall be made directly to the construction job site. If access to the MCW loading dock is required, arrangements must be made through the appointed MCW Project Manager.

### **MCW Loading Dock Requirements:**

#### Hours of Operation:

- 7:00 a.m. – 4:30 p.m.
- Phone # 414-955-8645

#### Directions:

Always enter from Watertown Plank Road as most trucks do not fit under the skywalk from other locations.

- Take the service drive west of the Blood Center, heading South
- At the four-way stop take a left down a hill to the loading dock
- Signage at loading dock says “MCW Loading Dock”

#### Busiest days:

- Tuesdays and Wednesdays from 8:00- a.m. – 12:00 p.m. (slowest day Friday).
- As a courtesy, a two-day notice is appreciated but not mandatory.

#### Deliveries:

- Small items needing to be dropped off can be taken to the driveway and parking lot North of HRC in the 15 minute drop-off parking stalls.
- Shipments requiring multiple loads or hand carts can be delivered through the loading dock.
- All large deliveries need to be made either to the loading dock west of the TBRC or within the construction perimeter as space permits.
- At no time shall work or personal vehicles be left unattended after the delivery at either site.
- After items are unloaded at the dock, all vehicles must be moved to Lot C.

#### Delivery Badge Access and Keys:

Badge access cards and elevator keys can be checked out upon arrival to the loading dock and must be signed back in at the dock upon departure.

#### After-hours Access:

- Arrange in advance to have permission to deliver after hours with accurate date, time and contact information.
  - Contact Public Safety for access to the shipping dock.
  - Use the courtesy phone at door #7 next to the loading dock (414-955-8295).
- If unescorted, do not attempt to open doors after hours except in emergency situations, as alarms will be activated.

#### Site Access

On large projects, there will be a designated construction perimeter with a single lockable point of access for vehicles (pedestrian doors must be incorporated as required for egress). Access will be provided (based on the size and scope of the project) either through the Public Safety Office on the 1<sup>st</sup> floor of the Health Research Center (HRC), Room H1820, or through assigned cards / keys allotted to the site construction manager. Public Safety will conduct periodic audits, to ensure that the keys and cards are in possession of those who signed for them. Public Safety will maintain responsibility for overall security, but contractors must assist in maintaining a secure environment as well:

- If you lack proper access, contact Public Safety. Lost or stolen cards / keys must be reported immediately. Fees will be incurred for lost cards or re-keying facilities, depending on the scope of access provided.
- Do not allow entry to others for which you are not responsible. Do not lend your card or keys to anyone else – you will be responsible for your own audit trail.
- Do not force or prop doors open at any time.
- Secure the construction perimeter before leaving the site.
- Report any suspicious or criminal behavior to Public Safety immediately.

#### Accidents/Incident Reporting

Notify MCW of any accident or incident (property damage, fire, accident, injury, or spill) occurring on campus by dialing 414-955-8299, or X8299 from any MCW phone. This phone number is MCW's

internal emergency telephone number, and is operated 24/7. The officer answering the telephone will call 911 if needed, to respond to a medical emergency, and ensure the first responders are directed to the appropriate location within the buildings.

### **Chemicals On-Site**

Contractor must keep hard copies of Safety Data Sheets (SDSs) available at the job-site for any chemical used, whether inside the building or outside of the building. Additionally, Contractors must be prepared to clean up spills, and must have appropriate means to address any miscellaneous spill that may occur.

**ALL SPILLS MUST BE REPORTED TO PUBLIC SAFETY!** Any spill entering a storm drain or sanitary sewer must be reported to Public Safety and Wisconsin Department of Natural Resources Spill Line (800.943.0003).

Chemicals may not be stored without secondary containmen, which must hold the contents of the largest container, should it leak. All containers and pallets must be stored appropriately, and not block fire exits, extinguishers, or routes of egress.

### **Fire Prevention**

Appropriate fire extinguishers within the construction perimeter must be provided by the general contractor.

### **Fire Watch**

Patrols of a building or portion of a building conducted when the building's fire suppression and/or fire detection systems are out of service for maintenance or repair. If the fire suppression and/or fire detection systems are dependent on the other to work and one or more sections are out of service, then a fire watch is needed.

If the fire suppression system is out of service but the fire detection system (horns, strobes and pull stations) is still functional, meaning the facility can still alarm and evacuate individuals from the building, then a fire watch may not be needed.

If work will impact any portion of the building alarm systems (detection and/or suppression), the contractor must complete Appendix B: Building Alarm System Shutdown Notification and submit to Facility Engineering and Maintenance a minimum of two days prior to the start date.

Upon review, if Facility Engineering and Maintenance determines a fire watch of the area under construction will be necessary, they will contact Public Safety to coordinate.

### **Hot work**

All hot work or work which may create a flame, sparks, dust and/or smoke must be have an active permit in place at all times while the work is being conducted. Hot work permits (See Appendix A) are issued by MCW's Facility Managers, on the day the hot work is conducted. Notify Facilities at least two

days prior to requiring a hot work permit, unless it is an emergency. The contractor must supply their own fire watch personnel, fire extinguisher, and any fire-resistant tarps needed. [Email](#) or personal notification to the facilities department should include the following information:

- Type of hot work (e.g. welding, torch cutting, metal grinding), and
- Where it is intended to be conducted (e.g. building name, room number)
- Who will be the fire watch

If smoke detectors are expected to be removed from service, due to smoke or dust, complete the “Sprinkler Alarm Shutdown Notification” (See Appendix B). Refer to MCW’s Hot Work Program for more detailed information.

In the event hot work is part of a large building project (e.g. new building) run by a general contractor, the hot work permits will be issued by the general contractor.

Large projects within an existing building managed by a general contractor must coordinate with Facilities if alarm devices must be removed from service in association with hot work. This coordination must occur at least two days prior to the hot work. In some cases, additional time may be required for MCW Staff to determine what devices need to be taken out of service for the requested work to be performed. Contractors performing hot work must contact MCW Facilities department on the day of the work and verify the fire alarm systems are ready for the contractor to perform the work.

### **Electrical Safety**

Any contractors performing electrical work as part of contract must adhere to NFPA 70E requirements , which describes training and safe practices to prevent electric shock and electrocution, arc-flash, and arc blast when working with electrical power.

All work must be conducted de-energized, and lockout-tagout requirements must be implemented. Group lockouts must be coordinated with Facilities Engineering and Maintenance. It is the Contractor’s responsibility to appropriately train employees and implement electrical safety practices.

### **Mechanical Electrical or Plumbing (MEP) Service Interruptions and Tie-ins**

All work which may affect an active MEP system must have an active Mechanical Electrical or Plumbing Building System Interruption Permit (See Appendix C). Notify MCW via the appointed MCW Project Manager at least **5 business days** in advance of a proposed interruption. In some cases, additional time may be required for MCW Staff to prepare the system for the outage. Contractors performing work on active systems must contact MCW Facilities department on the day of the work, and verify the systems are ready for the proposed work. See Appendix D for a list of MCW contacts.

### **Construction Safety Officer / Safety Plan**

The Construction Management (CM) firm or General Contracting (GC) firm’s (when a CM is not part of the project) safety officer is responsible for developing a site safety plan, and must ensure that all contractors are aware of the plan details. Evacuation routes must be developed and posted, and all contracted employees must know alarm sounds associated with fire and tornado, how to evacuate the

facility, or where the nearest shelter area is located. Contractors must participate in any fire or severe weather evacuations, whether they are drills or actual incidents.

The CM or GC firm's safety officer and/or site foreman is responsible for maintaining a daily list of personnel on site to account for in the case of an emergency. When an emergency occurs, any personnel not accounted for must be communicated to MCW Public Safety immediately at 414.955.8299.

Prior to starting work on-site, submit notice of pending work to MCW's Environmental Health and Safety [office](#). Once you provide email notification of pending work to [EHS](#), this will prompt EHS to send you a link to a site where Safety Data Sheets (SDSs), and relevant health and safety plans can be uploaded.

### **Off-Limits**

MCW discourages contractors from accessing areas of the campus which are not involved in construction. Restrooms will be provided through the general contractor within the construction site. The Cafeteria is available for breakfast and lunch during weekdays.

In general, food and drink should not be consumed in the work area.

### **Photos/Pictures**

Photos of any MCW space may not be used for advertisement or promotion without express written consent from MCW. No photos of staff, patients, laboratories or animals may be taken. If there is a reason to collect a photo, make a request through your MCW project manager.

# APPENDIX A

## Example of Hot Work Permit

**Global Property - Loss Prevention Engineering**

**HOT WORK PERMIT** PART 1 **AIG**

Can the work be completed using a different method or at a less hazardous location, such as the maintenance shop, which would not require the use of a hot work permit?

Permit Number: 0258808

Hot Work Being Conducted by:

Employee: \_\_\_\_\_  
 Contractor: \_\_\_\_\_

Issue Date: \_\_\_\_\_  
 Job, Task or PO #: \_\_\_\_\_  
 Location, Bldg & Floor: \_\_\_\_\_

Nature of Task:  Cutting  Welding  
 Brazing  Grinding  Soldering  
 Thawing Pipe  Torch Applied Roofing  
 Other: \_\_\_\_\_

The location where this work is to be done has been examined and necessary precautions have been taken. Permission is hereby granted for this work.

Name of Person Issuing Permit: \_\_\_\_\_  
 Signed: \_\_\_\_\_

Permit Expires \_\_\_\_\_  
 Date \_\_\_\_\_ Time  AM  PM

Extended Fire Watch  
 Extended Fire Watch Required  Yes  No  
 Extended Fire Watch Duration \_\_\_\_\_ hours

Instructions:

1. Verify that all applicable precautions have been implemented and that the site is safe for hot work.
2. Part 1 (first page) should be completed and retained for records.
3. Issue Part 2 to individual(s) conducting the hot work and see additional instructions on Part 2.
4. Important note: The facility should follow the guidelines listed on this form or those required by local jurisdiction, if more stringent.

**Required Precautions Checklist**

Review of the operations / tasks have been conducted and temporary Management of Change issued as necessary.

Work permits or line cutting permits have been reviewed and issued as necessary.

Sprinkler protection, hose streams and fire extinguishers are in service and operational.

Hot work equipment is in good repair and secured as necessary.

Within 35 ft (10 m) of task area(s)

Floors have been swept clean of combustibles

Flammable liquids, combustible liquids, combustible dust, lint and oil deposits have been removed

Eliminate explosive atmosphere.

Combustible floors have been wet down or covered with damp sand, metal or other noncombustible shields

Combustible materials have been removed or protected with fire resistive tarpaulins or metal shields.

All wall and floor openings have been covered

Fire resistive tarpaulins have been suspended beneath the work to collect sparks.

Work on Walls or Ceilings:

Construction is noncombustible and without combustible coverings or insulation.

Combustibles have been removed away from opposite side of wall or ceiling.

Work on Enclosed Equipment

Equipment has been cleaned of all combustibles.

Containers have been purged of flammable, combustible liquids, vapors or gases.

Pressurized vessels and piping have been removed from service, isolated and vented (LOCK OUT TAG OUT).

Equipment with stored energy or electrical energy has been removed from service and isolated (LOCK OUT TAG OUT).

Fire Watch

Fire watch will be provided during the task and for a minimum of 1-hour after the task has been completed or for the extended fire watch duration.

Fire watch has been trained in the use of and provided with portable fire extinguishers or charged fire hose line(s)

Fire watch is posted on lower floors if an opening exists that would allow sparks or embers to drop down

Fire watch is trained on how to properly report a fire alarm via the plant fire alarm procedures or fire alarm system.

Hot work area will be monitored for 3-hours after the job is finished.



## APPENDIX B

### Building Alarm System Shutdown Notification

Notification Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Date of Work: \_\_\_\_\_ Time - From: \_\_\_\_\_ To: \_\_\_\_\_

Building: MFRC BSB MEB HRC TBRC MRI HUB Parking Structure

Room/Floor/ Location: \_\_\_\_\_

System Affected: \_\_\_\_\_

Zones: \_\_\_\_\_

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorization: \_\_\_\_\_  
(MCW Facilities)

*This form is used when a sprinkler head alarm needs to be shut down/deactivated temporarily, during operations which may create a lot of dust, smoke, or fume. Notify Facilities at least two days prior to conducting this type of work.*

## APPENDIX C

### Mechanical Electrical or Plumbing (MEP) Building System Interruption Permit

Notification Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Date of Outage: \_\_\_\_\_ Time - From: \_\_\_\_\_ To: \_\_\_\_\_

Building: MFRC BSB MEB HRC TBRC MRI HUB Parking Structure

Room/Floor/Location: \_\_\_\_\_

System Affected: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorization: \_\_\_\_\_  
(MCW Facilities)

## APPENDIX D

### MCW Contacts

Jeff Bornemann	Vice President, Facilities and Operations	414-955-8793	<a href="mailto:jbornema@mcw.edu">jbornema@mcw.edu</a>
Barry Brandenburg	Facilities Manager	414-955-8012	<a href="mailto:bbrandenburg@mcw.edu">bbrandenburg@mcw.edu</a>
Craig Krzyzkowski	Director, Facilities Engineering & Maintenance	414-955-4414	<a href="mailto:ckrzyzko@mcw.edu">ckrzyzko@mcw.edu</a>
Brad Holland	Facilities Maintenance Engineer	414-955-8633	<a href="mailto:bholland@mcw.edu">bholland@mcw.edu</a>
Steve Fowlkes	Supervisor, General Services and Loading Dock	414-955-8559	<a href="mailto:Sfowlkes2@mcw.edu">Sfowlkes2@mcw.edu</a>
Nancy Boinski	Facilities Admin Coordinator	414-955-8008	<a href="mailto:nboinski@mcw.edu">nboinski@mcw.edu</a>
Rebecca Seevers	Director, Environmental Health & Safety (EHS)	414-955-8293	<a href="mailto:rseevers@mcw.edu">rseevers@mcw.edu</a>
Eric Biernat	Public Safety Physical Risk Manager	414-955-8833	<a href="mailto:ebiernat@mcw.edu">ebiernat@mcw.edu</a>
Environmental Health & Safety general email			<a href="mailto:safetyinfo@mcw.edu">safetyinfo@mcw.edu</a>
Facility Maintenance general email			<a href="mailto:mcwcops@mcw.edu">mcwcops@mcw.edu</a>

## **APPENDIX E**

### **MCW Campus Map**

