

ROLES AND RESPONSIBILITIES

The Facilities Management at NSU is responsible for developing and maintaining the program. A copy of the plan may be reviewed by employees and is located with the Safety Officer at Facilities Management.

5.1 NSU Facilities Management Responsibilities

- 1) Ensure all Contractors and Subcontractors are aware of their responsibilities under the NSU Contractor Environmental Health and Safety Plan.
- 2) Ensure Contractors have their own Environmental Health and Safety plans in place in accordance with federal and local regulations.
- 3) Ensure all potential work-site hazards are addressed in the pre-construction planning phase. Inform the Contractor and Subcontractor of any known potential fire, explosion, or toxic release hazards related to the contracted project.
- 4) Take measures to protect the workers who perform work on or near potentially hazardous areas.
- 5) Explain the applicable rules of the emergency actions plan to the Contractor, and ensure that the Contractor has notified all workers who will be working on NSU sites of this emergency action plan.
- 6) Verify that supervisor of the Contractor has taken and completed an OSHA 10 Hour Hazard Recognition Course or a similar approved course.
- 7) Maintain a copy of the Contractor's employee injury and illness log.

5.2 Contractor Responsibilities

- 1) Contractors are to assure their employees are trained in the work practices necessary to safely perform their job.
- 2) Prior to the start of the project, each Contractor is required to review the work area and identify any potential hazards that may occur while performing the project/job.
- 3) As required by OSHA, Contractor(s) are responsible for advising their employees on the emergency signals and the primary evacuation route. The contractor shall have an accounting system in place in the event an emergency occurs to ensure all personnel are accounted for.
- 4) Conduct a health and safety inspection daily to prevent illness, injury and accidents from occurring at the job site.
- 5) The Contractor shall notify NSU of all hazardous and "universal" waste that will be generated on site. The contractor shall properly label, maintain and store hazardous and universal waste of in accordance with federal EPA regulations.
- 6) All Subcontractors are required to abide by the same rules to which the Contractor is bound in this plan.
- 7) The Contractor shall ensure all persons working at the job site are trained and aware of potential hazards and ensure these individuals are provided with proper safety equipment to prevent accidental injury in accordance with OSHA's regulations.
- 8) The Contractor(s) shall hold weekly environmental health and safety meetings. The meetings may be attended by the Environmental Health and Safety (EH&S) officer.

- 9) Barricades, guards and signs must comply with ANSI Standard D6.1, Uniform Manual of Traffic Control.
- 10) The Contractor(s) shall not permit the drinking of alcohol or the use of drugs (other than those which are medically prescribed) at the job site or on the grounds of NSU campuses, in addition all Contractor's employees must abide by the University's smoking rules, which may prohibit smoking in certain areas of the campus.
- 11) The Contractor shall ensure that all employees/workers are not in possession of weapons at the work area or on the grounds of NSU campus.
- 12) Ensure there is no destruction, defacement or improper removal of NSU property.