

# Contractor Handout

EH&S Phone: 270-745-2395

FAX: 270-745-5037

The Department of Environment Health and Safety website is located at <http://www.wku.edu/ehs/>  
The latest version of this handout is located online at: [http://www.wku.edu/ehs/occsafe/contractor\\_handout.pdf](http://www.wku.edu/ehs/occsafe/contractor_handout.pdf)

## Emergency Action Plans

Check out the [Emergency Action Plans](#) for academic buildings located on EH&S website. Within the plans you will find locations of tornado shelters and the outdoor meeting area for each building.



WKU is also part of the Community Outdoor Warning System (COWS). In case of severe weather, or certain other emergencies, the outdoor sirens will sound and voice instructions will follow.

# 911

Dialing 9-1-1 from a campus phones will automatically dial the WKU Police Department Communications Center. 9-1-1 calls from cell phones will be initially answered by the Bowling Green Police Dept. who will re-direct your call to the WKU Police once they determine that you are calling from the WKU campus. If you need to call 9-1-1, there is no problem with using your cell phone; just realize that your call will be transferred to the WKU Police Communications Center.

## Fire Safety

[Hot work permits](#) must be obtained from EH&S before performing hot work on campus. Hot work permits can be obtained by contacting the University Fire Marshal, Bob Austin @ 270-745-2931

You will also need to contact Bob Austin, University Fire Marshal, @ 270-745-2931 if your work requires:

- disabling alarm or suppression systems, or
- generating dust, fumes, etc. that could activate a fire alarm system, or
- blocking emergency exits or fire lanes.



## Material Safety Data Sheets and Safety Data Sheets (MSDSs & SDSs)



Contractors and sub-contractors should have Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs) on site for all hazardous materials brought on campus. If you need an MSDS/SDS for a material that is used by WKU, you can access them from the [SDS Search](#) section on the EH&S website. If you cannot find an SDS for a chemical that is used at WKU, please call Susie Johnson at 745-3168

## Barriers and Barricades

Barricades should be setup to direct pedestrian traffic and vehicular traffic away from or around the construction area

- Around all excavations, toeboards are needed when an excavation abuts sidewalk
- Around cranes or other machinery that may cross areas of pedestrian and/or vehicular traffic
- Around manholes where there is a potential of pedestrian traffic
- Where there is the possibility of falling objects or tools from overhead work



## Air Quality



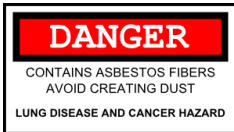
WKU is subject to a [Title V Air Quality Permit](#), which may need amendment when installing, or making alterations to a piece of equipment (especially something that has a stack) such as boilers, generators, paint booths, degreasers, etc. It can take up to four months to receive a permit from KY DAQ, after all the information is provided to EHS staff. Please contact Sharmila Pradhan at 745-2054 for permit assistance, and more information about Environmental Programs.

## Water

The Bowling Green campus is subject to storm water management requirements. Construction sites must apply for coverage and meet requirements listed in the [NPDES General Permit # KYR100000](#). Any oil /petroleum product storage in tanks must have secondary containment and owners must comply with the WKU Spill Prevention Control and Countermeasure Plan (SPCC).



## Asbestos



Some building(s) on WKU property have materials that contain asbestos. [The Asbestos Operations & Maintenance Plan](#) (available online) requires that contractor's employees must read, understand and sign Appendix A prior to beginning work in a building that is not listed in [Appendix N](#). Before drilling, sanding, cutting, buffing, or otherwise disturbing any material consult the project manager and review the approval from the Asbestos Program Coordinator, Laura Tomlin. If you have questions, or need more information please contact Laura Tomlin at 745-2236.

## Hazardous Waste

Contractors must manage all wastes in compliance with applicable environmental laws, and at the end of their project, take with them any unused chemicals, paint, adhesives, oil, etc. The [EHS Department maintains the RCRA Generator permit](#) and ID numbers for all WKU campuses. We can assist with proper disposal of regulated wastes in compliance with the Resource Conservation & Recovery Act. Consult the EHS Department if your project has the potential to generate large quantities of regulated/hazardous wastes, such as PCBs, lamps, etc. Allow adequate time for planning. For additional information or assistance please contact Larry Page at 745-6366.



## Spills



Review the [Emergency Response Procedures Handbook](#) before starting work on a WKU campus. The EHS Department has a few trained staff and equipment to address small, chemical spills in laboratories. Contractors are expected to clean-up minor, incidental spills, using their personnel and supplies. Contractor's employees must be trained to address minor spills of materials they use in their work. Maintain vehicles and heavy equipment in good condition, to avoid spills from hydraulic lines, or leaking equipment. In case of a major spill, an emergency, or a spill involving chemicals in laboratories, call 911. Inform the EHS Department after calling 911.

## Confined Space Entry

WKU has a [confined space entry](#) permit which may be used by contractors in entering confined spaces on campus. Confined spaces have been surveyed and you may contact Cynthia George at 270-745-2163 to help you determine the hazards that may be present in a particular space. Contractors may use their own permit program as long as it meets regulatory requirements. If WKU employees will also be entering a space, the WKU permit must be used.



## Indoor Air Quality



If the project involves generating dusts, vapors, or fumes; please consult with the Project Manager about temporarily closing of return air from the work area or shutting down ventilation systems. EH&S may request a list of products to be used or SDSs for certain products prior to starting work, depending upon the project.