

Virginia Museum of Fine Arts

“SAFETY & SECURITY CONDITIONS” For CONTRACTORS

I. PURPOSE

To establish the “VMFA Safety & Security Conditions” for Contractors, and their subcontractors, who contract with VMFA to perform construction, maintenance, repair, or other services. Additionally, Contractors and their subcontractors must follow Museum policies to include:

- No food, beverages, candy, and gum in the galleries.
- Do not touch any works of art in the museum. Even the slightest fingerprint contains destructive chemicals that endanger even the hardest surfaces.
- No smoking in the facility.

II. DEFINITIONS

Assigned Project Safety Coordinator – the VMFA employee (normally within the dept who hired the Contractor or within the department where the work is being done) who has been assigned the responsibility of coordinating with the Contractor to ensure that all work performed at VMFA is done in a safe manner by identifying, eliminating and controlling hazardous conditions.

Contractor – any person, partnership, corporation, subsidiary of a corporation, firm, association, or other organization that contracts to perform services, repairs, or construction at VMFA. This also includes subcontractors.

Competent Person – one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them. (OSHA Construction Standard 1926).

III. GENERAL

VMFA seeks to retain Contractors who will work safely, thereby preventing incidents and accidents which can result in losses that may injure personnel, damage property, and interrupt institutional operations. Contractors and their subcontractors have a responsibility to work safely, and must observe all applicable federal, state (Virginia Occupational Safety and Health Standards), local and VMFA safety rules and regulations while working on VMFA property, as a condition of their contracts (as defined in DGS-30-055, CO-7A). To ensure compliance, VMFA’s “Safety & Security Conditions for Contractors” will be reviewed with, and provided to, all Contractors and their subcontractors working at VMFA by the “VMFA Assigned Project Safety Coordinator”. It shall be the Contractor’s responsibility to ensure compliance for required safety reports, inspection reports, and all other federal, state, and local regulations pertaining to recordkeeping.

IV. PROCEDURE

- VMFA’s Assigned Project Safety Coordinator will ensure that each Contractor has designated a safety representative (Competent Person) who has authority over workers at the job site and who is the interface between the Contractor and VMFA, in matters of health and safety.

- The Assigned Project Safety Coordinator will ensure that Contractor receives a copy of the VMFA “Safety & Security Conditions for Contractors.”
- The Assigned Project Safety Coordinator will conduct a pre-job meeting with the Contractor’s safety representative (Competent Person) to review safety issues to include hazards currently present in work area and new hazards the Contractor may create or introduce.
- The Assigned Project Safety Coordinator will instruct Contractors that all accidents and incidents involving their personnel must be promptly reported. This information should be reported to the VMFA’s Assigned Project Safety Coordinator and the Health and Safety Coordinator. If the VMFA Health and Safety Coordinator are not present, contact another Human Resources department employee.
- The Assigned Project Safety Coordinator will maintain the Contractor’s injury and illness log related to any accidents and incidents on VMFA property.
- The Assigned Project Safety Coordinator will inform the Contractor of any potential safety hazards to which their employees or subcontractors may be exposed while performing work onsite. To include, but not limited to, hazardous chemicals, confined spaces, equipment isolation, emergency procedures and any identified hazardous conditions.
- The Contractor must provide to the Assigned Project Safety Coordinator (who will provide a copy to the VMFA Health and Safety Coordinator) all Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS), for any hazardous chemical or material exposures that will be brought to the job site by the Contractor or any subcontractors.
- The Assigned Project Safety Coordinator will explain to the Contractor, the applicable provisions of VMFA’s emergency action and evacuation plan.
- The Contractor shall notify the Assigned Project Safety Coordinator of potential safety hazards posed by the Contractor working in their specific work areas.
- The Contractors assigned safety member will inspect job sites to ensure safety precautions are being observed. If safety infractions are noted, a work stoppage may be necessary to correct the safety infractions. The Contractor must notify the appropriate assigned supervisor of the safety infractions.
- VMFA expects that the Contractor will inspect the job site. In addition, VMFA personnel can inspect job site without announcement. VMFA personnel must wear appropriate PPE in the job site and observe any barricaded areas, open walk ways or overhead work.
- VMFA does not exercise control over the manner or details of the contracted work. In addition, nothing in this policy or procedure is intended to take away from the Contractor’s responsibility to correct any hazardous condition created by the Contractor or any of its subcontractors. All Contractors must be aware that VMFA is relying on their expertise not only to accomplish the job or project assigned to the Contractor, but also to detect hazards associated with performing the contracted work.
- Package tool box inspection

V. REFERENCES

- 29 CFR 1926 OSHA Construction Standard
- 29 CFR 1910 General Industry Standard
- 16 VAC 25 Virginia Department of Labor and Industry

VI. ATTACHMENTS

- “Safety & Security Conditions” for Contractors

Virginia Museum of Fine Arts

“Safety & Security Conditions” Requirements

INTRODUCTION

It is the goal of VMFA to provide a safe working environment for its employees. To help accomplish this, everyone at the Museum must constantly be aware of conditions in all work areas that can produce accidents and injuries, and we must strive to eliminate, control or minimize those conditions.

The personal safety of everyone associated with VMFA is of highest priority. The prevention of occupationally-related injuries and illnesses takes precedence over operating productivity. To the greatest degree possible, each contractor is required to cooperate with the Museum's efforts to maintain a safe work environment. Only through cooperative teamwork can a safety program in the best interest of all be established and preserved.

BASIC SAFETY TRAINING

VMFA expects all Contractors to provide basic training of VMFA's policies and procedures to its employees and to ensure that any of its subcontractors are also receiving such basic safety training. The purpose of this basic safety training is to develop continuing safety awareness for everyone present at VMFA. Training shall be the responsibility of the contractor and their subcontractors.

VMFA expects that contractors will have already provided basic skills and safety training to its employees sufficient to allow the employee to work safely before entering VMFA. In some cases, depending on the nature of the work to be performed by the Contractor, additional training may be necessary so that, when performing work, a Contractor does not engage in any work that could jeopardize the safety of VMFA employees.

GENERAL SAFETY RULES

- A. The VMFA's Assigned Project Safety Coordinator must inform the Contractor of the lockout/tagout procedures that the Contractor will follow while working at VMFA.
- B. The Contractor must inform VMFA of the confined space and permit space program that the contractor will follow and of any hazards confronted or created in the permit space(s). Under no circumstance shall a Contractor enter a permit required confined space without obtaining hazard identification documentation from Assigned Project Safety Coordinator. The Contractor must review the Confined Space job task with Assigned Project Safety Coordinator. VMFA Confined Spaces are labeled with Danger signs.
- C. Immediately report all accidents, injuries/illnesses, near-miss accidents, unsafe conditions, and property damage to the VMFA Assigned Project Safety Coordinator who in turn will notify the VMFA Health and Safety Coordinator.
- D. Read and obey all signs, labels, danger notices, and other warning devices. Ensure that they are not removed without proper authorization.
- E. Comply with all environmental procedures pertaining to proper waste disposal of controlled materials.
- F. Wear appropriate personal protective equipment when required.
- G. Maintain good housekeeping practices.

- H. Adhere to federal, state, local and VMFA Safety & Security rules, regulations, standards. Notify the VMFA Contract Manager of any regulatory agency visits to the VMFA worksite. The VMFA Contract Manager in turn must inform the VMFA Health and Safety Coordinator of the regulatory agency visit.

SECURITY

All persons and packages are subject to being searched upon entering or exiting VMFA.

- A. All Contractors are required to have valid identification or have proper VMFA Staff validation of identification in order to be granted access to VMFA.
- B. All Contractors (as are all visitors) are subject to search and inspection of all packages, boxes, cases, and bags at the point of access whenever entering or leaving our facilities. Extreme care and consideration will be afforded to all equipment and tools, however for security, loss prevention, and asset protection purposes, general measures must be respected through voluntary compliance to insure adequate protection of VMFA property and personnel. Proper VMFA Staff validation of tools and equipment might be of assistance in instituting these procedures.
- C. All Contractors are required to be under escort by proper VMFA Staff in order to be granted access to VMFA, particularly when scheduled to work in the “Non-public” areas and or at times other than regular business hours, unless issued a contractor badge without escort requirements.
- D. All Contractors are required to check in with their VMFA Staff “point-of-contact” upon reporting to the facility at Access and before beginning any work. All Contractors are required to check out with their VMFA Staff “point-of-contact” upon finishing the work and leaving VMFA.

HOUSEKEEPING

- A. All spills must be promptly cleaned up. If the spill is too large to manage, it must be reported to the Buildings and Grounds Department.
- B. All walkways, aisles, passageways, and exits must be kept clear.
- C. Fire doors must not be blocked by storage items or other materials.
- D. The storage of combustible or hazardous substances and flammable liquids must be kept to a minimum and stored in approved containers.
- E. Maintain unobstructed access to exits, fire extinguishers, fire alarm boxes and equipment, safety eyewashes and showers, and electrical panels.
- F. Keep liquids covered when possible, especially when carrying between rooms and work stations.
 - 1. If spills do occur, clean them up immediately.
- G. Safely dispose of waste in appropriate receptacles.

1. Provide approved receptacles, such as UL waste cans, for the disposal of oily rags and waste materials.
 2. Ensure that liquids or objects are not stored on top of machinery or electrical equipment.
- H. Ensure that bulky or heavy storage items have adequate support, and ensure that they are not stacked or stored in a precarious position.
- I. VMFA is a smoke-free facility.
- J. Ensure that all work areas are inspected at the end of the day for obvious housekeeping violations.
- K. Report problems that cannot easily be corrected.

BARRICADES

- A. All requests for closure of aisles, corridors, passageways, and roadways must be reviewed and approved by the designated VMFA Buildings and Grounds Manager.
- B. Erect barricades to prevent unauthorized entry into restricted or hazardous areas. All barricades must have a posted sign visible at the main access point(s) to include the company name, date posted, project supervisor name, and hazard(s) listed.
- C. Place barricades around ladders, staging, and high work if there is a danger of tools or material falling on people below.
- D. Place barricades around holes, trenches, and excavations to prevent personnel and moving equipment from falling in.
- E. Provide signs and illumination, as needed, to ensure barricade effectiveness against injury.
- F. Provide a “spotter” outside all danger areas.

Yellow “Caution” barrier tape: is to make employees aware that work is being performed in the taped off area and that “Caution” should be taken when entering this area.

Red “Danger” barrier tape: is a danger warning. Imminent danger can be present. Authorized workers have cleared this area so that if a mishap should happen, employees not related to the work will be clear of the danger.

Workers cannot enter the taped off area until you have authorization to do so from the person who put up the tape. Permission must be obtained before entry can be made inside the area. All affected workers inside the taped off area must be notified when entry is being made and when you have cleared the area.

FIRE PREVENTION

- A. Maintain good housekeeping practices by keeping work areas clean and orderly. Do not allow debris, combustible materials, or flammable items to accumulate where they might present a fire hazard.

- B. Properly dispose of oily rags and other wiping materials used in conjunction with flammable or combustible liquids. Rags and wiping materials must be deposited in approved, covered waste containers and emptied daily.
- C. Store flammable liquids in approved and properly labeled containers, and keep flammable liquids away from open flames, sparks, hot surfaces, and other sources of heat.
- D. Do not use flammable liquids for cleaning purposes.
- E. **Do not use solvents** near an open flame or other ignition sources.
- F. Restrict the storage of combustible materials to at least 25 feet from any flammable or combustible liquid storage tank.
- G. Utilize electrical grounding and bonding wires when transferring flammable liquids from one container to another.
- H. Safely remove flammable or combustible liquid spillage in a timely manner, or control the spill until it can be safely removed.
- I. Keep equipment and machinery in good condition and clean of oil or debris that can easily burn.
- J. Maintain electrical equipment in good operating condition, and ensure that wiring faults are promptly corrected.
- K. Maintain a clear distance in accordance with 29 CFR 1910 (General Industry), 29 CFR 1926 (Construction) and VMFA Hot Work Permit between hot work operations and any combustible material, or completely protect the combustible material with a non-combustible cover or shield. Provide for a fire watch with fire extinguisher present. **NOTE: All other means of doing a job task must be considered before considering hot work.**

EMERGENCY EVACUATION

- A. Proceed directly to the exit designated for the area you are in.
- B. Proceed directly to the designated place of assembly.
- C. Wait for further instructions or until the “all clear” signal is given to return to your jobsite.
- D. Develop site specific evacuation plan for the contractor employees in the specific work area.

ELECTRICAL SAFETY

- A. Use established electrical safety procedures.
- B. Utilize appropriate lock-out/tag-out procedures and devices.

- C. All electrical installations and equipment must meet applicable codes and safety standards, and be properly maintained.
- D. Only qualified personnel are authorized and allowed to work on electrical equipment.
- E. All equipment must be appropriately grounded and protected by GFCI.
- F. Circuits must be protected against excessive overload by fuses or GFCI circuit breakers of the correct type and capacity.
- G. Electric equipment and circuits must be provided with approved switches or other controls. Switches and controls must be of approved design and construction, and must be properly installed.

LOCKOUT/TAGOUT SAFETY

- A. Contractors and VMFA staff must inform each other of their respective lockout/tagout procedures.
- B. Lockout/tagout procedures must be implemented in the following situations:
 - 1. Whenever service or maintenance is being performed on or around any machine or equipment where injury could result from unexpected start-up or the release of stored energy.
 - 2. Whenever new equipment or machinery is being installed.
 - 3. When a guard or other safety device must be bypassed or removed.
 - 4. When anyone must place any part of his or her body where it could be caught by moving machinery or equipment.
- C. The established procedure of applying energy controls include specific actions that must be implemented in sequence. These are briefly identified as follows:
 - 1. Notify VMFA Electrical Department in advance of need.
 - 2. Preparation for shutdown and notification of affected personnel.
 - 3. Shut down of machinery or equipment by VMFA staff.
 - 4. Isolate machinery or equipment from its energy source.
 - 5. Apply lockout/tagout devices.
 - 6. Release or control any stored energy.
 - 7. Test machinery or equipment to verify that all energy has been released or controlled.
 - 8. Perform the work assessment or maintenance repair.
 - 9. Prepare for startup of machinery or equipment and notify affected personnel.
 - 10. Remove lockout/tagout devices.
 - 11. Startup machinery or equipment by VMFA staff.

TOOLS AND EQUIPMENT

- A. Tools and equipment must be in good condition and meet applicable safety standards.
- B. VMFA tools and equipment must not be used by Contractor unless prior approval is obtained. Required inspections for all tools/equipment must be properly documented in accordance with 29 CFR 1910 and 29 CFR 1926.

WELDING AND CUTTING (HOT WORK)

Hot Work is defined as any job task or operation involving open flames or producing heat and/or sparks. It includes, but is not limited to, welding and open flames, burning, brazing, cutting, soldering, torch applied roofing, resistance welding, riveting, open flame space heating, abrasive blasting, or spark producing operations.

NOTE: Obtain a VMFA Hot Work Permit if no other means for doing the job task can be done without hot work.

- A. Ensure that adequate ventilation is provided for all hot work operations.
- B. Ensure that all applicable safety guidelines are followed when operating and storing welding equipment.
- C. If welding or cutting cannot be performed in a location away from combustible or flammable materials (35 feet or closer), the materials should be moved to a safe location or protected with flameproof covers to prevent heat and sparks from coming in contact with them.
- D. Whenever there are floor or wall openings, holes, cracks, open doorways, or open windows that cannot be closed, precautions must be taken so that combustible and flammable materials will not be exposed to sparks which might pass through the openings.
- E. Suitable fire extinguishing equipment must be readily available for use in the event of an emergency.
- F. Fire watchers must be present whenever hot work is performed in locations where other than a minor fire might develop. A fire watch must be maintained for at least 30 minutes after the completion of hot work operations to detect and extinguish possible smoldering fires.
- G. When neither the object to be welded nor the fire hazards near the hot work operation can be moved to a safe location, the Building and Grounds supervision must inspect the hot work area and issue a “hot work permit,” authorizing the hot work operation.
- H. If possible, a clear space in accordance with 29 CFR 1910 and 29 CFR 1926 must be maintained between welding operations and any combustible or flammable materials.
- I. No welding, cutting, or other hot work should be performed on any drums, barrels, tanks, or other containers until they have been thoroughly cleaned, tested, and certified, free of any flammable or toxic residue by properly trained personnel.
- J. No welding, cutting or other hot work should be performed in confined spaces unless all applicable safety precautions have been employed.

CONFINED SPACES

- A. Confined Spaces at VMFA have been labeled with danger signs identifying them as “Permit Required” or “Non-Permit Required.”

- B. Based on the job task, these designations could change based on the hazard introduced by the job task.
- C. The Contractors “Competent Person” for confined spaces must consult with the “VMFA Assigned Project Safety Coordinator” prior to the job task beginning.
- D. The Contractor’s “Competent Person” is responsible for following the OSHA requirements for confined space as identified in OSHA 1910.146, 1926.21 and VOSH 16VAC25-140.
- E. If the confined space entry must be stopped for any safety concern or reason the “VMFA Assigned Project Safety Coordinator” must be immediately notified. The “VMFA Project Safety Coordinator” must notify the VMFA Safety and Health Coordinator or designee.

HAZARD COMMUNICATION

- A. Each Contractor or subcontractor must provide to VMFA Safety Data Sheets (SDS) for any hazardous chemical or substances that they will bring to the jobsite.
- B. All containers of hazardous chemicals and substances (liquids, solids, or gases) must be clearly labeled to indicate the chemical or substance.
- C. All hazardous chemicals and substances must be stored in approved containers and be under direct supervision and removed from the inside of the facility at the end of each work day.
- D. The “VMFA Project Safety Coordinator” has the responsibility to inform the Contractor’s Safety Representative of the chemical hazards in this area and the location of the chemical(s) SDS for the Contractor to review.

NOTE: VMFA does not have chemicals on site that fall under OSHA’s Process Safety Management (1910.119) regulation.

FALL PROTECTION

- A. VMFA does not have any identified and certified fall hazard control system(s) system or anchorage points.
- B. Fall protection is required when:
 - 1. Working on unapproved platforms or surfaces 4 feet or greater.
 - 2. Working within 6 feet of an unprotected roof edge.
- C. Contractor Fall Protection “Competent Person” is responsible for reviewing all fall protection job tasks for compliance to OSHA standards for fall protection.

HAZARDOUS WASTE

- A. Any hazardous waste generated must be removed from the site and disposed of in a manner consistent with all applicable state and federal regulations. Chemicals cannot be dumped into sewer or sink drains.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- A. VMFA does not have any currently designated areas for specific PPE. VMFA PPE requirements are identified by task requirements.
- B. If working for 1 hour or more in the South Wing Chiller Room with process equipment operating, then hearing protection is needed. Walking through this area without hearing protection is permitted.
- C. The Contractor is required to identify, by task or operation, any PPE required for their employees and supply the PPE.

FIRST AID AND MEDICAL CARE

- A. Ensure that all personnel are aware of the procedure for requesting first aid treatment for anyone who might have been involved in an accident.
- B. Contractor is required to have current trained First Aid personnel on site with First Aid kit(s).
- C. Report all injuries to the VMFA's Project Manager and VMFA Health and Safety Coordinator or designee.
- D. The Contractor or the subcontractor must complete their company's accident report form and forward a completed copy to the VMFA's Assigned Safety Project Coordinator and VMFA Health and Safety Coordinator.

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