



12/2014 Revision

Environmental, Health & Safety Information for Vendors, Contractors, and Subcontractors Document Number EHS-042007-1

Welcome to TAMU-CC. We want to make your visit here both productive and safe. We request that you read, understand, and call us, the Environmental, Health and Safety Department (E, H&S) at ext. 5555 if you have any questions regarding this document.



We at TAMU-CC follow all applicable state, federal, and local E, H&S regulations. Upon being granted facility access, you and all your employees also agree to observe all applicable regulations. You are responsible to communicate the information to all your employees.

A Site Safety Plan approved by E, H&S is required before commencing your project.

TAMU-CC reserves the right to stop any on-site work activity for environmental, health and safety reasons.

Emergency Phone Numbers

In case of an emergency, call the University Police Department (UPD) at ext. 4444 from any campus phone or (361) 825-4444 from any landline or cell phone.

**UPD: ext. 4444
E, H&S Department: ext. 5555
Facilities Services: ext. 2324**



**TAMU-CC
Environmental, Health & Safety
NRC Building, Room #1100
6300 Ocean Drive
Corpus Christi, TX 78412
361-825-5555**

The Quick Reference Guide to TAMU-CC Emergencies is located at <http://safety.tamuc.edu>.

Please read, understand and follow emergency procedures.

HAZARD COMMUNICATION

1) You and your employees are not allowed to bring in any chemicals without E, H&S' approval. Each chemical must be accompanied with a Safety Data Sheet (SDS.)



2) When using chemicals, you are required to communicate its hazards to the people in the area by providing the building coordinator or his/her designee a SDS for the chemical.

3) Before you work in an area, you and your employees are required to find out whether there are any chemicals in that area. If there are, you should contact our POC at Facilities Services for the SDS for those chemicals and read them to understand the hazards.

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**ELEVATED WORK**

1) You and your employees are required to be trained in Fall Protection Safety before working from elevated locations.



2) You are required to provide your employees with proper safeguarding (i.e. aerial lift, fall protection equipment, etc.)

3) You are also required to submit a [Site Safety Plan](#) for working on any roof to E, H&S.

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FIRE SAFETY

Before planning any work that involves open flames, or production of heat and/or sparks you are required to obtain a Hot Work Permit from the E, H&S Department by calling ext. 5555. Hot work includes, but not limited to: brazing, cutting, grinding, soldering, heating asphalt, torch applied roofing, and welding. Make sure to plan your work schedule because you will be asked to monitor the area for a certain period of time after completing the hot work.



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**SAFE OPERATING PROCEDURES**

You and your employees are required to follow all applicable federal, state, and local regulations regarding workplace safety.

**Electrical Safety:** You and your employees are required to be trained in Electrical Safety before working on electrical work at TAMU-CC. You are also required to wear appropriate electrical personal protective equipment such as V-rated gloves, leather gloves, flame resistant smock, EH rated shoes, etc. according to NFPA 70E.



**Control of Energy Sources:** You and your employees are required to be trained in Lockout/tag out (LOTO) and equipped with LOTO devices. You and your employees are required to block out all sources of energy before working on equipment.



**Bloodborne Pathogen Prevention Plan**  
You and your employees are required to be knowledgeable of the blood borne pathogen prevention plan. When you see any blood or other potentially infectious materials in the area, don't touch it. Notify E, H&S immediately.



**Confined Spaces:** You and your employees are required to be trained and follow all the OSHA Permit Required Confined Space standard 29CFR 1910.146.



**Powered Industrial Truck Safety:** You and your employees are required to be trained before operating any powered industrial truck at TAMU-CC.



**Personal Protective Equipment (PPE):** You are required to provide your employees with proper PPE for each task. If you have any questions, contact E, H&S at ext. 5555.



**Using TAMU-CC Tools & Equipment is not allowed.**

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CRANE & HOIST SAFETY



Coordinate Crane and Hoist operations with UPD and EH&S. The work location must be sufficiently cordoned off preventing public access. In addition, if you hoist any items up to the roof, you are required to coordinate with UPD and E, H&S so that they can clear out all students and personnel occupying in the path of the hoist or under the location the item will be placed.

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## HAZARDOUS MATERIALS & HAZARDOUS WASTE RULES

### DO:

- Coordinate all hazardous waste removal/transportation through E, H&S.
- Post safety data sheets at the worksite and available to your employees
- Report all chemical spills to E, H&S at ext. 5555.
- Call E, H&S when you have any questions regarding hazardous material or waste.

### DON'T:

- Don't transport, carry in or ship any hazardous material, into TAMU-CC campus without first providing a SDS for approval by E, H&S.
- Don't leave any hazardous material stored or unattended without permission and guidance from E, H&S.
- Don't introduce, work with and/or store any hazardous material in a work area without first obtaining E,H&S approval and notifying the area supervisor and the building coordinator.
- Don't discharge any hazardous material or waste into any sink, drain, or sewer.

- Don't leave any hazardous waste on site. All hazardous waste generated by you must be properly transported offsite in accordance with all state, federal, and local regulatory requirements.

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SAFETY RULES

- Follow safe work practices according to all applicable state, federal, and local regulatory requirements.
- Properly handle, label, store, and dispose of hazardous materials and waste. Container labeling must be consistent with OSHA requirements
- Wear proper personal protective equipment when required.
- Never bypass guards or interlocks on machinery.
- Properly use all tools and equipment.
- Do not impair or impede the use of emergency equipment such as eyewash stations, sprinklers, fire extinguishers, alarms, etc.

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## SECURITY

**Work area:** You are required to coordinate with UPD and E, H&S before blocking off any area (e.g. roof, street, sidewalk, parking lot, etc.) on campus.



**Loading/Unloading in an area that is not a loading zone:** Call UPD x4444 on campus or 825-4444 off campus.

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TRENCHING & SHORING SAFETY

Trenches and holes must be barricaded or isolated with orange safety fencing when there is no whole watch or at the end of the work day.

Before starting any work that requires you to dig a hole on the ground, you are required to follow all applicable regulatory requirements for trenching/shoring (i.e. sloping, benching, hazardous atmospheres, protective systems, and soil classification, etc.)



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## STORM WATER MANAGEMENT

Construction General Permit: Storm Water discharges from construction activities may require a permit from the Texas Commission on Environmental Quality (TCEQ). Permit information can be found at:

<https://www.tceq.texas.gov/>

- Construction activities that disturb less than 1 acre, and are not part of a larger common plan of development that would disturb 1 or more acres, are not required to obtain coverage under this general permit.

- Construction activities which disturb at least 1 but less than 5 acres, or are part of a larger common plan of development that will disturb at least 1 but less than 5 acres, are regulated under the Construction General Permit and require a Notice of Intent submitted to TCEQ and a Site Notice for Small Construction Activities posted at the site.
- Construction activities which disturb 5 or more acres, or are part of a larger common plan of development that will disturb 5 or more acres, are regulated under the Construction General Permit and require a Notice of Intent submitted to TCEQ, a Site Notice for “Primary Operators” of Large Construction Activities and a Site Notice for “Secondary Operators” of Large Construction Activities posted at the site.

**Storm Water Pollution Prevention Plan (SWP3) Requirements:**

Operators of construction activities that qualify for coverage under the Construction General Permit and that discharge storm water associated with construction activities into surface water in the state must:

- Develop a SWP3 according to the provisions of the general permit that covers the entire site and begin implementation of that plan prior to commencing construction activities.
- Post a signed copy of a TCEQ approved site notice in a location at the construction site where it is readily available for viewing

prior to commencing construction activities and maintain the notice in that location until completion of the construction activity and final stabilization of the site.

- Ensure the project specifications allow or provide that adequate Best Management Practices (BMPs) may be developed and modified as necessary to meet the requirements of the general permit and the SWP3.
- Ensure all contractors and subcontractors are aware of the SWP3 requirements.
- Ensure that the SWP3 identifies the applicable personnel responsible for implementation of control measures described in the plan.
- Contact E, H&S to submit your SWPS.

**Litter Control:** Maintain a clean litter free work site. DO NOT over fill dumpsters allocated for construction material.

**Overflows and Infiltration:** Texas A&M University-Corpus Christi will continue to take measures to prevent overflows of sanitary sewage to the MS4. These measures include:

- Regular maintenance of sanitary sewer lines including visual inspection and cleaning of grease traps and known problem areas as needed to prevent overflows.

- Respond to emergencies using appropriate equipment and materials to control overflows.
- Proper disposal of waste materials.
- Implement necessary repairs immediately or as soon as practicable.

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SUMMARY

E,H&S at TAMU-CC is available to answer any questions you have regarding all environmental, health and safety programs for this campus.

SDS for all hazardous materials must be available at locations where chemicals are present.

Please be sure to adhere to all applicable regulatory requirements for every task you perform on campus. The programs above are examples of common environmental, health and safety programs.

You are responsible for your own safety and the safety of your employees, every student and personnel on campus.

When in doubt, please ask.