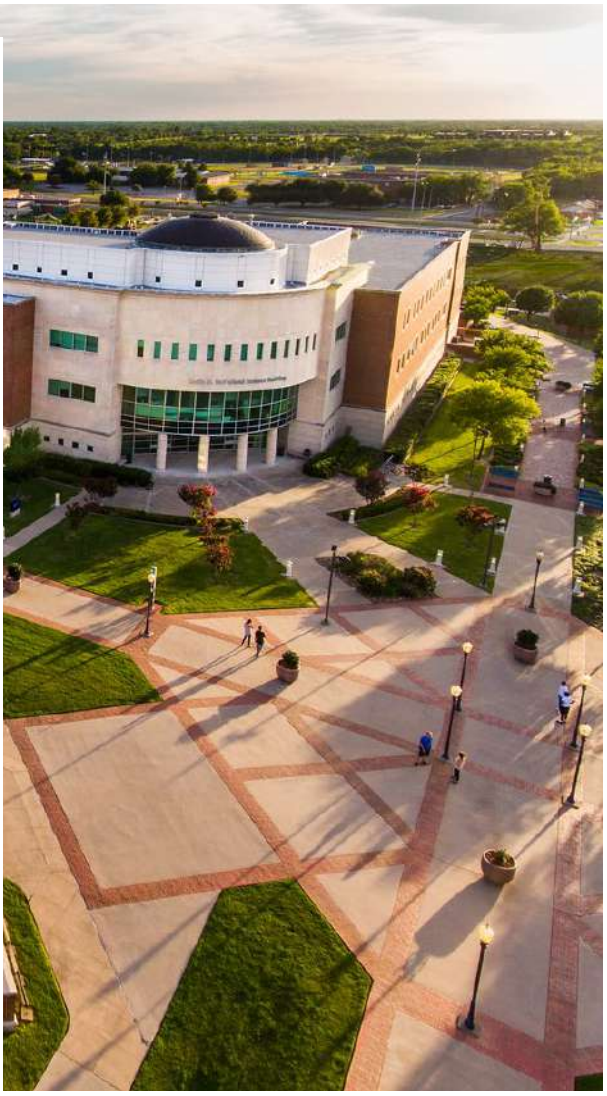
Environmental Health and Safety

EAST TEXAS A&M



Contractor Safety Management Program

Created May 2009
Revised May 2012
Revised February 2025

Contents

Introduction

This program was created in accordance with A&M System Policy 34.01.01 (Program 5) Contractor Safety Management Program. The following information was put together to enhance the safety of students, faculty, staff, and guests as well as the protection of the environment during activities performed by a contractor, subcontractor, or vendor working for East Texas A&M University (ETAMU). Objectives of this program include:

- Ensuring ETAMU obtains contract companies who have good safety performance
- Provide contractors and subcontractors with an overview of ETAMU's environmental health and safety (EHS) requirements and expectations
- Require and verify that contractors and subcontractors comply with all applicable requirements

This guideline applies to contractors hired by ETAMU who perform; new construction, maintenance, renovation, repair, equipment installation, diagnostics, and/or similar work valued at $10 Million or less while physically located on ETAMU owned or managed property. Each department that coordinates or uses the above-mentioned services are expected to designate one or more persons to coordinate this program within their department. The coordinators are expected, with the assistance of the Department of Facilities and Construction to assure that the contractor is:

- Informed of the presence of hazards in or near the work area
- Informed about ETAMU's requirements related to the Contractor Safety Management Program
- Aware of the university's expectations regarding safety compliance and the control of worksite hazards

The Member Designated Representative (MDR), will serve as the coordinator for the purpose of this program on construction projects.

Non-Emergency Contact Numbers

Non-Emergency Contact Numbers include:

○ University Police Department	903-886-5868
○ Environmental Health & Safety	903-886-5999
○ SSC	903-886-5761
○ City of Commerce Police	903-886-1399
○ Facilities and Construction	903-468-6006

IN THE EVENT OF A LIFE-OR-DEATH SITUATION, IMMEDIATELY DIAL 911

Definitions

- **Contractor** – Contractors, subcontractors, service providers and vendors providing singular or multiple services to the East Texas A&M University. It includes, but is not limited to contractors, subcontractors, resident contractors (Maintenance shops and trades), moving, cleaning, repair and maintenance, equipment installation and service (research and general), hazardous waste contractors, technology service and installation, inspection services, and other outsourced activities
- **Contractor's Safety Representative (CSR)** – An employee working for a contractor who is responsible for overseeing the contractor's safety program. The on-site individual assigned by the contactor to act on its behalf, and to undertake safety, health and environmental tasks
- **Member Designated Representative (MDR)** – The individual assigned by the member to act on its behalf and to undertake certain activities as specifically outlined in the contract. The MDR is the only party authorized to direct changes to the scope, cost or time of the Contract
- **Member Safety Representative (MSR)** – The member Environmental Health and Safety (EHS) office, assigned to act on its behalf, and to undertake safety, health and environmental tasks

- **Project-Specific Safety Plan** – A plan designed to maintain a safe and healthy workplace that considers a site's unique risks, the workers, visitors, and other people on-site as well as the project's objectives. This plan is required for all construction projects that have a delineated area (e.g., fenced-in) where the contractor maintains control over all operational activities. The project-specific safety program must meet all applicable regulatory requirements (OSHA, EPA, TCEQ, etc.) and must be no less stringent than the member's environmental, health and safety procedures

Contractual Obligations

The contractor safety program will be made available upon request to prospective bidders at the pre-bid meeting. This program will also be included with, or referenced in, the contract documents. ETAMU's contract language and/or terms and conditions must contain any relevant EHS compliance requirements. Such issues as personal protective equipment, safety training, monitoring equipment, and safe work practices may be included depending on the type of work to be performed by the contractor. *Recommended standard contract language:*

"All contractors are required to come to the worksite fully equipped with appropriate personal protective equipment (PPE). This may include, but is not limited to, ANSI or ASTM approved hard hat, safety glasses with side shields, safety shoes, work gloves, fall protection equipment, hearing protection, and work clothing (flame resistant if working with live electrical equipment). The contractor will be required to provide appropriate written safety policies, programs, instrumentation, and training that meet as a minimum, the applicable OSHA federal regulations and Texas State laws and regulations. This may include, but is not limited to the following hazards/operations: confined spaces, excavation & trenching, lock out/tag out, electrical safety, working at heights, incident reporting, bloodborne pathogens, vehicle safety, utility locates, hearing conservation, hazard communication, use of fire extinguisher, and heavy equipment operations. The contractor may be subject to audit and/or inspection by member's representatives with respect to compliance."

Contractors/Groups without ETAMU Contract Agreement

When violations of ETAMU Environmental Health and Safety practices are identified by the ETAMU Department of EHS related to work performed by contractors/groups conducting work on ETAMU property where no formal contractual relationship exists between ETAMU and the contractor/group, the violation shall be immediately corrected. If the violation cannot be immediately corrected, the contractor/group shall immediately stop work and take effective steps to correct the violation. Repeat safety violations of a similar nature or willful disregard for the ETAMU, Texas Administrative Code, Texas Health and Safety, OSHA, or any other local, state, or federal requirements will result in immediate removal from ETAMU property.

Liability

The sole responsibility for safety and adherence to any local, state, or federal regulation on the jobsite is the contractors. ETAMU assumes no responsibility for contractor or non-contractual work-

related injuries or accidents. Each contractor is expected to follow their established safety program, which has been provided to ETAMU prior to project start, and notify ETAMU of any expected deviation of safety protocols.

Implementation

- All contractors must be identified in the member's "Approved Contractor List" maintained by the qualified vetting department. An interested contractor must provide the required information to the vetting department for evaluation. If they are unable to satisfy the requirements, a waiver may be considered and approved by the Member Designated Representative and Member EHS Office
- For small contractors (i.e., < 10 employees) and situations where a service provider is the only qualified company in the geographic area to perform the work, a waiver to the vetting process may be considered and approved by the Member Designated Representative and Member EHS
- The Contractor Prequalification Form **(Available upon request)** should be completed to determine if a waiver is applicable and to drive discussions with the Member EHS to determine risk levels associated with the proposed work

Pre-job Task and Risk Assessment

- Once selected, the contractor is required to provide a Project Safety Analysis. This document outlines the risks and mitigating activities for the project. This document is to be sent to Member Designated Representative – Facilities and Construction, Procurement, and Member EHS Office
- Contractor is required to designate a Contractor's Safety Representative (CSR) An employee working for the contractor who is responsible for overseeing the contractor's safety program

Roles and Responsibilities

Project Manager

The Project Manager (PM) (Usually a General Contractor) is responsible for providing direction and leadership regarding the execution of the final contract. The goal is that all parties understand and follow ETAMU EHS practices as well as any required laws and regulations that apply to project work scope before any work commences. The PM is responsible as the primary contact (may not be the only contact) for a particular project which may include final approval of schedules, invoices, safe practices, and work methods. Sometimes, an individual contractor may be used by multiple client personnel working off the same contract or agreement. In this case, a project manager may just be responsible for the work they authorize and provide oversight and direction.

Role of Project Manager Before Work Begins

Throughout the initial stages of execution of the project, the project manager leads the progression of the contract through the system with the support of many other personnel.

The successful bidding contractor submits the required safety documentation to ETAMU to show the contract company is reliable, delivers high quality, and works safely. The project manager is usually approved by the member.

- Reviews and approves contract safety language
- Reviews and approves selection criteria for subcontractors including safety requirements
- Reviews and agrees to ETAMU EHS requirements that are specified in the contract. Works with Member Safety Representative (MSR) to develop a bridging document, if necessary, to delineate which safety programs will be followed when duplicate programs exist
- Coordinates with Member EHS Office to assign and choose qualified on-site safety personnel, and to establish and approve safety incentive programs, as appropriate
- Approves budget for all safety activities of the project
- Ensures that all project supervisors and those in lead roles understand their responsibilities for safety and how safety is an integral part of safety and individual performance
- Approves site-specific safety plan with input from Member Safety Representative

Role of the Project Manager After Work Begins

Through the execution of work, the PM must monitor EHS compliance and performance of the project and follow appropriate reporting procedures. Solicit assistance from Member Safety Representative, where appropriate. It is important that the PM understands that East Texas A&M places a high value on EHS compliance and performance and supports the project in their efforts. It is also important the contractor understand their accountabilities and responsibilities as specified in the contract. The following is a list of suggested activities the PM shall perform:

- Attend contractor safety meetings when possible
- Monitor and report contractor incidents and participate in investigations as appropriate
- Audit safety programs such as utility locates, compliance or excavation safety
- Stop contractor work when safety or compliance issues are not being addressed or the performance of the project is unacceptable

Role of the Project Manager When Work Is Complete

Evaluate the performance of the contractors using a standard process provided by the member. Communicate results to the contractors and record in project and contractor documentation file.

Member

The Member is responsible for demonstrating a high level of management commitment for EHS compliance and performance. Responsibilities include:

- Develop and establish safety expectations in contract language that promotes successful and safe project execution
- Establish safety selection and acceptance criteria in the bidding process to select the most qualified project manager and general contractor
- Review safety program elements that the successful bidder will provide for the project such as safety training, safety audits, inspections, protocols, subcontractor safety program, and safety incentives. Note: In some cases, a member's procedure may take precedence over a contractor procedure if it is more stringent. This should all be outlined in a safety bridging document
- Approves project-specific safety plan submitted by the project manager or the contractor safety representative
- Monitors project safety performance during the project to ensure EHS requirements are met

Contractor's Safety Representative (CSR)

- Oversees the agreed EHS requirements as stipulated in the contract within budget as approved by the project manager
- Ensures sufficient resources are approved by the project manager to implement and carry out the project-specific safety program
- Monitors and reports project safety performance monthly. Keep the member's leadership team and project manager informed of issues that arise that may inhibit implementation of the agreed safety program
- Provides technical support to the line management so that the safety program is fit-for-purpose and addresses hazards as they arise
- Selects/hires qualified supplemental safety staff as applicable and approved for the project

Member Safety Representative (MSR)

- Collaborate with the vetting department (Procurement and Facilities and Construction) to determine approval of work at any ETAMU site
- Provide and maintain the Contractor Safety Management Program
- Provide appropriate training material, upon request or determined from the project-specific safety plan provided by the contractor
- Reviews and approves the project-specific safety plan provided to the ETAMU project manager
- Assists with creating any bridging documents as necessary

Contractors

- Provide the Member's project team with emergency contact phone number(s), usable 24 hours a day, for the contractor's representative
- Bear sole responsibility for the health and safety of their employees and report all incidents, injuries and near misses to the Member Designated Representative and Member EHS office. Initial notification must be within 12 hours. A more thorough update is required within 24 hours
- Provide required EHS documentation to the member's project team upon request, which may be reviewed by EHS
- Take all steps necessary to protect the safety and health of the member's employees, students and visitors during the performance of their work by establishing, administering and enforcing safety rules that meet federal, state and local regulatory requirements including, but not be limited to:
    - Title 29 of the Code of Federal Regulations (CFR) Parts 1910, Occupational Safety and Health Administration (OSHA) Standards for General Industry, and/or
    - Title 29 of the Code of Federal Regulations (CFR) Parts 1926, Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry
- Ensure that they abide by the requirements outlined herein when coordinating the work of subcontractors. Conduct JHA (Job Hazard Analysis) prior to start of any non-routine work
- Bear sole responsibility for communication of EHS-related information and requirements to their subcontractors

Training

Contractor Training and Orientation

- The Contactor Safety Representative (CSR) must be invited to, and represented at, any preconstruction meeting to ensure safety, health and environmental program elements are in place and necessary contacts are established. Potential program elements to be discussed may include safe work permit applications, safety training and other safety requirements to be discussed, agreed upon and communicated at that time. Any additional training required by the member will be conducted before the work begins. An example of such training is the system members process for locating utilities. Special training exists for contractors who will perform excavation work.

- The Member Designated Representative is responsible for ensuring an appropriate worksite orientation is performed. A checklist of elements is below. For a more comprehensive list, consult the project safety plan.

Required

- ✓ Safe Work Practices
- ✓ Clery Act
- ✓ PPE/Barricades/Respirators/Dust Masks
- ✓ Identification/Security
- ✓ Entering/Leaving Plant or Site (if applicable)
- ✓ Fire and Life Safety
- ✓ Tobacco/Alcohol/Drug Use
- ✓ Parking
- ✓ Firearms and Explosives
- ✓ Hazardous Chemicals Inventory
- ✓ Cease and Desist
- ✓ Asbestos
- ✓ Environmental Safeguards/Storm Water Best Management Practices (BMPs)
- ✓ ETAMU Reporting Procedures (i.e., injuries, illnesses, spills, incidents)
- ✓ Fall Protection

If Applicable

- ✓ Lock Out/Tag Out
- ✓ Confined Spaces (work permit required)
- ✓ Hot Work (work permit required)
- ✓ Utility Tunnel Access
- ✓ Utility Locates
- ✓ Excavation & Trenching
- ✓ Standard and critical lifts using cranes (work permit required)

Safe Work Practices

ETAMU requires all Contractors to follow Safe Work Practices at all times. It is understood that some work is inherently hazardous and dangerous, it is expected that Contractors will follow all local, state, and federal guidelines to reduce such hazards and dangerous environments. Safe Work Practices will assist to minimize the risk of injury, illness and property damage. Safe Work Practices are general in nature and are dependent of the type of work being performed. Safe Work Practices include:

- Proper use of PPE
- Elimination of hazards
- Maintaining proper housekeeping and area cleanliness
- Avoiding unsafe conditions
- Avoiding horseplay, harassment, and fighting at all times

- Posting the proper signage
- Properly illuminating work sites
- Ensuring, to the extent possible, a healthy environment is maintained

Along with Safe Work Practices, ETAMU requires all Contractors to follow local, state, and federal regulations. ETAMU reserves the right to enforce such practices to the extent allowed by law.

Regulatory agencies, regulations, and programs regarding Safe Work Practices include:

- OSH Act of 1970 Sec 5 General Duty Clause
- 29CFR 1926 OSHA Construction
- 29CFR 1910 OSHA General Industry
- NFPA Life Safety Code
- Americans with Disability Act
- Texas A&M System Office Regulation 24.01.01 Supplemental Risk Management Standard
- ETAMU Contractor Safety Management Program

Monitoring the Job

Once the work begins, the contractor must have a reporting process in place and an immediate line of communication to the Member Designated Representative and Member EHS Representative. The contractor should be prepared to be audited at any time. The member's designated representative and the member EHS office may also attend safety tailgate meetings, when possible.

Worksite Inspections

During the work of Contractors or Subcontractors, ETAMU reserves the right to inspect at regular intervals, the work site for safe working practice, good construction practices and adherence to applicable codes.

- Right of Entry: ETAMU representatives, including Facilities, Safety, and Project Management shall have the authority to enter at any reasonable time any structure, premises, or job site for which a Contractor or Subcontractor is assigned to for the purpose of inspecting the work site.
- When such representatives of ETAMU have reasonable cause to believe that a code violation and/or unsafe work practice exists, ETAMU is authorized to enter the structure, premises, or job site at reasonable times to inspect (subject to constitutional restrictions on unreasonable search and seizures). If entry is refused or not obtained, ETAMU is authorized to pursue recourse, as provided by law.

Cease and Desist

When safety-related problems are noted, the Project Manager or a representative of ETAMU (Designated Member, UPD, or Member EHS office) will have the authority to stop work until the problems are corrected. **ETAMU reserves the right to terminate the contract for safety violations.** The Cease-and-Desist order shall be in writing and shall be given to the Contractor or Subcontractor Lead by the Designated Member. In the event that the contractor or subcontractor are not available,

the person performing the work can be given the order. The Designated Member shall state the conditions under which the work will be permitted to be resumed. Refer to Addendum 1.

List of Annex

Annex A: Personal Protective Equipment

The use of Personal Protective Equipment (PPE) is required where applicable conditions require the use of proper PPE. The Contractor or Subcontractor is expected to adhere to best work practices regarding the use of PPE. Examples of PPE include:

- Safety Glasses
- Hard Hats
- Gloves
- Aprons
- Protective Clothing
- Welding Helmets

Regulatory agencies, regulations, and programs regarding PPE include:

- 29CFR 1910 Subpart D, F, I OSHA General Industry
- 29CFR 1926 Subpart C, E, M, P OSHA Construction
- Texas A&M System Office Regulation 24.01.01 Supplemental Risk Management Standard

Annex B: Asbestos

If the scope of work includes disturbing materials that could contain asbestos (e.g., installing electrical or computer cables in the ceiling), verification that abatement has already happened or a request for abatement must first take place. Inquiries as to the areas of campus that have been surveyed should be directed to the Facilities Department**.**

Regulatory agencies, regulations, and programs regarding Asbestos include:

- 29CFR 1926.1101 OSHA Construction
- 29CFR 1910.1001 OSHA General Industry
- 40CFR EPA Protection of the Environment
- Texas Administrative Code - Title 25 - Part 1 – Texas Department of State Health Services - Chapter 295 – Texas Asbestos Health Protection
- Texas A&M System Office Regulation 24.01.01 Supplemental Risk Management Standard

Annex C: Lead

Any contractor personnel who work with materials containing lead should be familiar with all the applicable laws and regulations pertaining to safe handling and use of lead containing materials. Proper environmental, human, facility, safety and health protection techniques must be applied when the work includes lead use or removal. Typical led work included handling lead bricks, sheets,

or plates in radiation shielding. Other activities in which lead or lead dust may be encountered include:

- Cutting
- Drilling
- Melting
- Soldering of lead-containing materials
- Remodeling or demolition work may necessitate the removal of lead-based paint

Regulatory agencies, regulations, and programs regarding lead include:

- OSHA 29CFR 1926.62 Construction
- OSHA 29CFR 1910.1025 General Industry
- Texas Administrative Code – Title 25 – Part 1 – Texas Department of State Health Services – Chapter 295 – Texas Environmental Lead Reduction Rules

Annex D: Confined Space Entry

If any work is to be performed in a confined space, Contractors and Subcontractors shall be required to have training in confined space entry prior to the beginning of the bid or work start process, and provide documentation to ETAMU project manager. A confined space is defined as any location that has limited openings for entry and egress, is not intended for continuous employee occupancy, and is so enclosed that natural ventilation may not reduce air contaminants to levels below the threshold limit value (TLV). Examples of confined spaces include: manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins. Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:

- An atmosphere that is flammable or explosive;
- Lack of sufficient oxygen to support life;
- Contact with or inhalation of toxic materials; or
- General safety or work area hazards such as steam or high-pressure materials.

Regulatory agencies, regulations, and programs regarding Confined Space Entry include:

- 29CFR 1926.21(b)(6)(i) OSHA Construction
- 29CFR 1910.146 OSHA General Industry

Annex E: Fire and Life Safety

Contractors shall train their employees about fire hazards in the workplace and about what to do in a fire emergency. Such training should outline the assignments of key personnel in the event of a fire and provide an evacuation plan for employees on the site. In the construction industry, a "fire plan" should be set up prior to beginning any demolition job.

Any work that creates a dirty, dusty or wet atmosphere may activate the fire detection system. When this condition exists, the contractor shall request the deactivation of the fire detection system for the construction area, through the Department of Facilities and Construction, and will then assume all liability for the building/premises while work is completed.

ETAMU will follow all safe work practices regarding fire and life safety and will further require all contractors to follow safe work practice and follow local, state, and federal regulations regarding fire and life safety.

Regulatory agencies, regulations, and programs regarding Fire and Life Safety include:

- 29CFR 1926 Subpart C, F, J, U OSHA Construction
- 29CFR 1910 Subpart E, G, H, and L OSHA General Industry
- NFPA Life Safety Code
- International Building Code
- Americans with Disability Act

Annex F: Hazardous Communication

Contractors will comply with Texas and Federal Hazard Communication Acts and the ETAMU HazCom Program regarding hazardous or nuisance materials used during projects within ETAMU facilities and property. A link to the program is provided in addendum 2.

The Contractor will make available upon request, a list of any hazardous or nuisance materials to be used on the project and will provide appropriate hazard information, including SDSs, to the ETAMU Project Coordinator and the Department of Environmental Health and Safety.

The Contractor will provide prior notification of intended use of hazardous or nuisance materials to the ETAMU Project Coordinator and the Department of Environmental Health and Safety.

Regulatory agencies, regulations, and programs regarding Hazardous Communication include:

- 29CFR 1910.1200 OSHA
- Texas Health & Safety Code - Title 6 - Chapter 502
- East Texas A&M Hazardous Communication Program

Annex G: Hazardous Materials and Waste

All Contractors or Subcontractors performing work on or in any ETAMU property will follow all university, local, state, and federal regulations and policies regarding Hazardous Materials. It is the responsibility of the Contractor or Subcontractor to be familiar with all applicable rules and regulations governing hazardous materials.

Regulatory agencies, regulations, and programs regarding Hazardous Materials and Waste include:

- 29CFR 1926 Subpart Z OSHA Construction
- 29CFR 1910 Subpart Z OSHA General Industry
- Resource Conservation and Recovery Act (RCRA)
- 40CFR EPA Protection of the Environment
- Texas Administrative Code – Title 30 – Part 1 – Texas Commission on Environmental Quality - Chapter 335 - Industrial Solid Waste and Municipal Hazardous Waste
- East Texas A&M Hazardous Waste Management Program

Annex H: Lock Out – Tag Out

Any Contractor or Subcontractor will have established minimum requirements for the lockout of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out and tagged out before employees perform any servicing

or maintenance activities where the unexpected start-up or release of stored energy could cause injury. These hazards include, but are not limited to:

- Electrical Hazards
- Mechanical Hazards
- Chemical Hazards
- Hydraulic Hazards
- Pneumatic Hazards
- Thermal/Cryogenic Hazards

***NOTE – Tag Out Procedures are not to be used at this site unless they have been reviewed and approved by the Department of Facilities and Construction*

Regulatory agencies, regulations, and programs regarding Lock Out and Tag Out include:

- 29CFR 1926.417 OSHA Construction
- 29CFR 1910.147 OSHA General Industry

Annex I: Hot Work Permits

Hot Work Safety is used to prevent the outbreak of fire, fire alarm activations, smoke and flames or which produces heat and / or sparks. This includes, but is not limited to: brazing, grinding, cutting, torch soldering, thawing pipes, torch applied roofing and welding**.**

- All precautions on the Hot Work Permit must be met prior to any work commencing. The supervisor or the employee performing the hot work will complete the permit
- The Hot Work Permit is only good for the date specified on the permit
- A Hot Work Permit must be displayed at the work site during all hot work
- All building occupants must be suitably protected against hazards generated by the work. i.e., heat, sparks, fumes, welding rays, etc.

Before hot work begins:

- An appropriate fire extinguisher must be available and operable
- Flammable and ignitable materials and debris must be moved at least 35 feet from the hot work area or covered and protected from the hot work by fire resistant material
- Explosives, oxygen acetylene tanks, flammable liquids, compress gas cylinders or stored fuel must be moved at least 50 feet from the hot work area or covered and protected from the hot work by fire resistant material
- Smoke and fire detectors in the immediate area of the hot work must be temporarily disabled until the hot work is completed. This can only be accomplished by contacting the Department of Facilities and Construction
- Hot work equipment is operable and in good repair
- A fire watch is implemented if conditions warrant. If no fire hazards or combustible exposures are present a fire watch is not required. If a fire watch is required, it shall be maintained for 1 hour after completion of hot work operations in order to detect and extinguish smoldering fires. This can be reduced to no less than 30 minutes if the Permit Authorizing Individual (PAI) determines the absence of fire hazards warrants the reduction
- Workers and Fire Watch personnel are trained in the use of fire extinguishing equipment and how to activate the fire alarm system

When hot work is complete:

- The work area and any potentially affected surrounding areas are inspected for fire, fire damage or the potential for fire for a minimum of 30 minutes following completion of the hot work
- Smoke / fire alarms that were disabled because of hot work are reactivated by contacting the Department of Facilities and Construction
- Hot work permit is closed out
- Completed permit is returned to workers supervisor who then submits the completed permit to be placed in hot work permit file at each location

Annex J: Shoring and Trenching

All excavations or trenches 4 feet or greater in depth shall be appropriately benched, shored, or sloped. Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.

Regulatory agencies, regulations, and programs regarding Shoring and Trenching include:

- 29 CFR 1926.650-2 OSHA Excavation Standard

Annex K: Fall protection

Please refer to the resource links page to review the ETAMU Fall Protection Program

Annex L: Environmental Safeguards/Storm Water Best Management Practices

Please refer to the resource links page to review the Texas Commission on Environmental Quality (TCEQ) Stormwater Pollution Prevention Plan Template best management practices

Annex M: Clery Act

https://www.tamuc.edu/office-of-university-ethics-and-compliance/clery-act-compliance/

Annex N: Identification and Security

Need information and/or link

Annex O: Tobacco/Alcohol/Drug Use

https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.05.99.R1.pdf

Annex P: Parking

https://inside.tamuc.edu/admissions/tuitioncosts/bursar/parkingRegulations.aspx

Annex Q: Firearms and Explosives

https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Annex R: ETAMU Reporting Procedures

https://live.origamirisk.com/Origami/IncidentEntry/Welcome

Annex S: Crane Lifts (Standard and Critical)

Environmental Health and Safety
EAST TEXAS A&M

Safety Instructions
Crane Procedure

Mobile Crane Safety Procedures

In the initial survey of crane operations, look for crane stability, physical obstructions to movement or operation, and proximity of electrical power lines, as well as the following:

A. **Leveling**
Has the crane operator set the crane up level and in a position for safe rotation and operation?

B. **Outriggers**
Are the outriggers, where applicable, extended and being used in accordance with manufacturer's recommendations?

C. **Stability**
The relationship of the load weight, angle of boom, and its radius (the distance from the cranes center of rotation to the center of load) to the center of gravity of the load. Also, the condition of crane loading where the load moment acting to overturn the crane is less than the moment of the crane available to resist overturning.

D. **Structural Integrity**
The crane's main frame, crawler, track and outrigger supports, boom sections, and attachments are all considered part of structural components of lifting. In addition, all wire ropes, including stationary supports, help determine lifting capacity and are part of the structural elements of crane operations.

E. **Access to Job Site**
The site ***must be secured by barricades*** (caution tape or fencing) to prevent unauthorized entry to the area by: Faculty, Staff, Students, Visitors, and unauthorized Construction Personal.
- **The barricades must encompass the length the boom is extended plus 10% and the area the boom will swing if the crane was to encounter a critical failure.**
- **Occupied Buildings that fall within the lift area must be evacuated to cover the lift areas**
- **Path of travel to and from the worksite, including parking lots, must be barricaded to prevent pedestrian and vehicle traffic from entering heavy/large equipment delivery and/or removal.**

Crane operators and personnel working with cranes must be knowledgeable of basic crane capacities, limitations, and specific job site restrictions, such as access restrictions to job site, location of overhead electric power lines, high wind, and inclement weather conditions. Personnel working around crane operations also need to be aware of hoisting activities or any job restrictions imposed by crane operations, and ensure job site coordination of cranes. Crane operators should be aware of these issues and, prior to starting crane activity, take time to observe the overall crane operations with respect to load capacity, site coordination, and any job site restrictions in effect.

Accidents can be avoided by careful job planning. The person in charge must have a clear understanding of the work to be performed and consider all potential dangers at the job site. A safety plan must be developed for the job and must be explained to all personnel involved in the lift.

East Texas A&M EHS must be notified in writing at least 72hrs or 3 days prior to lift at: safety@tamuc.edu. The following must be included in the email.

1. Date of lift
2. Time of lift
3. Description of area to be cleared including buildings and parking lots as needed
4. What is being lifted and approximate weight
5. Emergency contact

Department of Environmental Health and Safety ~ Phone: 903.886.5999 ~ EHS@tamuc.edu

Annex T: UAS (Drones)

Office of Cybersecurity

THE TEXAS A&M UNIVERSITY SYSTEM

February 22, 2023

MEMORANDUM

TO: All Chief Information Officers/All Compliance Offiers

SUBJECT: Definitive Rule Regarding Prohibited Technology Hardware

Governor Greg Abbott's order of December 7, 2022, required all state agencies to ban the video-sharing application TikTok from all state-owned devices and networks and also prohibited the use of certain other hardware platforms, including SZ DJI. The hyperlink to the full list of prohibited technologies is contained at https://dir.texas.gov/information-security/prohibited-technologies .

Through the previous policy plan issued by Mark Stone on February 15, 2023 to all Texas A&M members, A&M's System Chief Information Officer, members are prohibited from using hardware which is on the DIR prohibited technology list and block access to prohibited technologies from state-owned networks. There is a similar procurement ban regarding certain hardware at the State of Texas' Department of Information Resources (DIR).

As previously noted, all system employees, contractors and users are responsible for complying with this plan. This memorandum serves to confirm that directive as policy for the entirety of the A&M System and its members.

Danny Miller
System Chief Information Security Officer

cc: Mark Stone, System Chief Information Officer
Brooks Moore, Deputy General Counsel

The link for the Blue UAS clear list follows: **https://www.diu.mil/blue-uas-cleared-list**

Addendum 1 Cease and Desist

Cease and Desist
Order of Immediate Action

Responsible Department	Department Director/Head/Dean	Date	Time
Location			

Safety Violation		Explanation of Violation
	Life Safety Violation	
	Environmental Risk	
	Health Risk	
	Building Protection Violation	
	Procedure Violation	
	Fire Protection Violation	
	Criminal Offense *(Contact UPD)*	
	HazMat Violation	
	Other:	

Date Violation Noticed	Time Violation Noticed	Contact Person

Observed By	Title	Date

Status of Condition	☐ Work Must Stop Until Corrective Action is Completed and Verified by Facilities & Construction	☐ Work Can Continue w/ Violation, with Adjustments to Surroundings
Corrective Action Required By (Date/Time):		

Corrective Action Required (Department/Contractor Responsibility)			**Delivery of Corrective Action Notes**	
				Acceptable Delivery w/o Debate
				Acceptable Delivery w/ Debate
				Recipient was Agitated
				Recipient Argued
				Recipient was Hostile
			Comment	
Completed By	Date	Time		
After Completion – Return to ETAMU Facilities & Construction before beginning work				

Corrective Action Follow Up (ETAMU Facilities & Construction Responsibility)		
Reviewed By	Title	Comment
Date	Time	

Resource Links

ETAMU's HAZCOM Program
https://www.tamuc.edu/wp-content/uploads/2025/02/HAZCOM-Program-2024.11.pdf

ETAMU's Fall Protection Program
Fall_Protection_Program.pdf

OSHA General Duty Clause
OSH Act of 1970 | Occupational Safety and Health Administration

OSHA Construction Standards 1926
1926 | Occupational Safety and Health Administration

OSHA General Industry Standards 1910
1910 | Occupational Safety and Health Administration

EPA Title 40
eCFR :: Title 40 of the CFR -- Protection of Environment

Texas Administrative Code - Title 25 - Part 1 – Texas Department of State Health Services - Chapter 295 – Texas Asbestos Health Protection
Asbestos Laws and Regulations | Texas DSHS

Texas Health & Safety Code - Title 6 - Chapter 502
Texas Health and Safety Code Chapter 502 – Hazard Communication Act

Texas Administrative Code – Title 30 – Part 1 – Texas Commission on Environmental Quality - Chapter 335 - Industrial Solid Waste and Municipal Hazardous Waste
Texas Administrative Code

Texas Commission on Environmental Quality (TCEQ) Stormwater Pollution Prevention Plan Template best management practices
Stormwater Pollution Prevention Plan Template for the CGP

Texas Department of Information Resources Prohibited Technologies
Covered Applications and Prohibited Technologies | Texas Department of Information Resources