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Contractor Safety Guide for

NY CREATES / SUNY POLY ALBANY and KIERNAN PLAZA SITES

REVISION

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Table of Contents

1 **GENERAL INFORMATION AND INTRODUCTION** 6

2 **DEFINITIONS** 7

3 **Contractor Responsibilities** 8

 3.1 Contractor Management 8

 3.2 Contractor Employees 10

 3.3 Contractor Forms and Training 11

4 **CLEANROOM REQUIREMENTS** 12

 4.1 General Precautions 12

 4.2 Entering and Exiting the Cleanroom 12

 4.3 NOT Permitted in the Cleanroom 13

 4.4 Gowning Procedure and Rules 13

 4.5 Maintaining Air System Integrity 14

 4.6 Construction Housekeeping Rules 14

 4.7 Removing Raised Floor Tiles 15

 4.8 HEPA Ceiling Filter Removal/Installation 15

 4.9 Preparing Tools and Equipment for the Cleanroom 16

 4.10 Specific Material Cleaning Requirements 17

 4.11 Moving Equipment through the Cleanroom 17

 4.12 Isolating Construction from the Cleanroom Environment 17

 4.13 Cutting, Sawing and Threading 18

5 **GENERAL SAFETY** 18

 5.1 Working Around Chemicals 18

 5.2 Chemical Spills 19

 5.3 Housekeeping 20

 5.4 Office Safety 21

 5.5 Toxic Gas Monitoring System (TGMS) 21

 5.6 Parking 22

 5.7 Permits 22

 5.8 Bulk Chemicals and Gases 22

 5.9 Potentially Hazardous Areas 23

 5.10 Security 24

 5.11 Obtaining Badge 25

 5.12 COVID-19 25

 5.13 Smoking 26

 5.14 Utilities 26

 5.15 Equipment Commissioning 26

 5.16 Equipment Decommissioning 27

 5.17 Equipment Decontamination 29

 5.18 Chemical Use 30

 5.19 Compressed Gases and Compressed Gas Cylinders 32

 5.20 Confined Spaces 35

 5.21 Lockout/Tagout (LOTO) - The Control of Hazardous Energy 37

 5.22 Electrical Safety 39

 5.23 Equipment – Explosive-Actuated Tools 40

5.24	Equipment – Hand and Portable Electric Tools	41
5.25	Equipment – Pneumatic Tools	42
5.26	Equipment – DI Water Test Cart	42
5.27	Excavation and Trenches	43
5.28	Exhaust Systems	44
5.29	Extension Cords	45
5.30	Temporary Lights	46
5.31	Hot Work (Welding, Cutting, Open Flame Work)	46
5.32	Heaters and Salamanders	48
5.33	Internal Combustion Engines	48
5.34	Ladders	49
5.35	Material Unloading	50
5.36	Work at Elevations	51
5.37	Openings in Floors, Roofs and Walls	46
5.38	Overhead Work	52
5.39	Roofs and Elevated Work Surfaces	52
5.40	Scaffolding	53
6	EMERGENCY SITUATIONS	54
6.1	Accidents and Injuries	54
6.2	Bloodborne Pathogens	55
6.3	Emergency Alarms	55
6.4	Emergency Equipment	56
6.5	Fire Prevention	56
7	SPECIAL HAZARDS	57
7.1	Lead Safety	57
8	POWER VEHICLES	58
8.1	Motor Vehicles	58
8.2	Powered Industrial Vehicles	58
8.3	Cranes and Hoists	59
8.4	Mobile Lifts, Aerial Lifts , and Work Platforms	61
9	PERSONAL PROTECTIVE EQUIPMENT (PPE)	63
9.1	Eye and Face Protection	63
9.2	Fall Protection	64
9.3	Foot Protection	64
9.4	Head Protection	64
9.5	Hand Protection	64
9.6	Hearing Protection	64
9.7	Respiratory Protection	65
9.8	Electrcial Protective Equipment	65
10	RADIATION SOURCES AND EQUIPMENT	65
10.1	Lasers	65
10.2	Radiation Equipment	66
10.3	Radiographic Testing	67
11	WASTE DISPOSAL	68
11.1	Waste Handling	68
11.2	Chemical Waste	68

11.3 Solid and Recyclable Waste	68
11.4 Wastes Associated with New Construction.....	68
12 STORMWATER PROTECTION.....	68
12.1 General Stormwater.....	68
12.1 Good Housekeeping and Protecting Stormwater Systems	68

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Emergency Information:

TO REPORT ANY EMERGENCY SUCH AS FIRE, EXPLOSION, CHEMICAL SPILL, OR MEDICAL EMERGENCY, GO TO A SAFE AREA AND CALL THE LOCATION'S EMERGENCY TELEPHONE NUMBER.

<u>Location</u>	<u>Internal Number</u>	<u>External Number</u>
Albany (NY CREATES Security)	7-8600	518-437-8600
Kiernan Plaza	911	911

Stay on the line: DO NOT HANG UP until the individual you are speaking with has hung up. Emergency response personnel may have questions to ask you or may have special information to give you about what you can do until help arrives.

EMERGENCY EVACUATION

It might be necessary to evacuate if there is a fire, bomb threat or other emergency. Safe and immediate evacuation of all building occupants is essential. Contract employees must familiarize themselves with emergency evacuation procedures, as soon as possible, after their initial arrival onsite.

Think Safety. Act Safely. Safety and Security is Part of Every Job.

1 GENERAL INFORMATION AND INTRODUCTION

At NY CREATES / SUNY Poly Albany and Kiernan Plaza sites, security, safety, health and environmental awareness are fundamental components of every activity. This document (the "Guide") sets forth practices and procedures that apply to work performed on NY CREATES / SUNY Poly Albany and Kiernan Plaza locations owned or leased premises by contractors, contractor employees, vendors, and subcontractors. The guidance and rules included in this Guide are not intended to be all inclusive. This Guide should be considered as minimum requirements supplementing the contractor's safety requirements. It is the responsibility of each contracting firm to ensure that its employees comply with the guidance in this Guide.

- The Guide shall be made available to all contractors, contractor employees, vendors, and subcontractors.

As part of NY CREATES / SUNY Poly's commitment to protect the environment, the health and safety of its students, faculty, staff, and other members of the campus community, NY CREATES requires that all work performed at or for NY CREATES / SUNY Poly by contractor firms and their employees comply with all "Applicable Requirements." This includes:

- Applicable federal, state or local laws, regulations, ordinances or codes;
- NY CREATES requirements identified in this Guide;
- Contractor Firm's safety, health and environmental requirements

Where there is a conflict between applicable requirements, the one most protective of health, safety and the environment applies. It is the contractor's responsibility to ensure that these requirements are met. Contractor employees with questions concerning safety and health requirements should speak with their management who may discuss them with the Technical Coordinator (TC), as necessary.

Contractors are responsible for monitoring the implementation of their safety and environmental processes. NY CREATES and/or the Technical Coordinator (TC) reserves the right to evaluate contractor work for compliance to safety, health and other contract requirements. If NY CREATES and/or the TC observes conditions that could impact the facility or employee well-being, they will be brought to the attention of the contracting firm for corrective action. Depending on the severity of the hazard, it may be necessary for the shutdown of a job. Failure to comply with Federal, State and Local legal requirements, the terms and conditions of the contract, or the provisions listed in this Guide may result in the

removal of a particular Contractor employee, employees or contracting firm from the project and/or be disqualified from future work. Costs associated with job shutdowns because of safety violations will be charged to the responsible contractor.

Questions regarding the safety, health or environmental aspects of work at NY CREATES / SUNY Poly should be directed to the contractor management. If the contractor management needs clarification with respect to NY CREATES' safety and environmental guidelines and rules, they should discuss them with the Technical Coordinator (TC). The TC may address guideline clarifications with NY CREATES Environmental, Health and Safety (EHS).

These **guide** requirements are in no way intended to supersede the terms, conditions and attachments to any Agreement or Purchase Order between the Contractor and NY CREATES. Safety, health, environmental and security awareness are fundamental aspects of every activity and must never be compromised.

2 DEFINITIONS

NY CREATES as used in this document refers to New York Center for Research, Economic Advancement, Technology, Engineering and Science

SUNY Poly as used in this document refers to the academic, research, classrooms, etc. associated with the SUNY college.

NY CREATES / SUNY Poly or NY CREATES / SUNY Poly Albany as used in this document refers the campus/buildings and grounds on Fuller Road Albany, NY 12203 that houses the headquarters, partners, programs, cleanrooms, labs, classrooms, offices, programs, etc.

Kiernan Plaza or Kiernan Plaza Albany as used in this document to reference the location at 575 Broadway, Albany 12207.

Contractor as used in this document means any contractors, subcontractors, construction managers, general contractors, or vendor employee, and/or the owner or employee of any business that is engaged to perform work on NY CREATES, SUNY Poly and Kiernan Plaza Albany sites, whether for tenants or for NY CREATES. Contractors include, but are not limited to cleaners, consultants, construction trades (e.g., electricians, plumbers, carpenters, etc.), engineers, architects, manufacturers' service representatives, programmers, administrator assistants, subcontractors, suppliers, technicians, vendors, etc.

EHS as used in the document refers to the NY CREATES Environmental, Health and Safety department who provide EHS oversight.

TC as used in this document means **Technical** Coordinator. The TC is your technical liaison, contract administrator, designated representative, or project coordinator responsible for maintaining technical liaison with the Contractor and for determining the adequacy and acceptability of the work supplied by the Contractor.

PPE as used in this document refers to personnel protective equipment.

Facility System Owner: The individual responsible for the overall engineering of a support system. This includes design, commissioning, modification, capacity, balancing, equipment hook-up review, etc.

3 CONTRACTOR RESPONSIBILITIES

3.1 Contractor Management

Contractor management shall:

1. Be responsible for the safety and health of their employees.
2. Ensure employees read, understand and are in compliance with this **NY CREATES / SUNY Poly Albany** Contractors Safety Guide. Contractor shall provide documentation to support compliance upon request.
3. Comply with the OSHA General Duty Clause 5(a)(1), which states: "Each employer shall furnish to each of his/her employees, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his/her employees."
4. Comply with OSHA 29 CFR 1910 **General Industry** Safety Standards and OSHA 29 CFR 1926 Construction Safety Standards.
5. Obtain all necessary Federal, State and Local required permits, licenses and approvals prior to conducting work at **NY CREATES / SUNY Poly Albany and Kiernan Plaza**, including Work Authorization Permits through **NY CREATES**. Required **NY CREATES** forms can be found [on the Internet on Contractor Forms Page](#).
6. Directly supervise and monitor the work of **its** employees, agents and subcontractors.
7. Hold legal liability for the failure of employees/agents/subcontractors to act in compliance with Federal, State and Local **law**, as well as, **NY CREATES** requirements.

8. Maintain safety programs to protect employees from hazards through training, procedures and regular inspections of the work area, work practices, material and equipment.
9. Ensure employees are properly trained. Instruct employees in the recognition and avoidance of unsafe conditions and actions.
10. Provide the tools and equipment for employees to conduct work safely, such as, Personnel Protective Equipment (PPE).
11. Use all equipment and tools according to manufacturer's instructions, labeling, and /or listing.
12. Be held responsible for the safety and security of property including but not limited to facilities tools, equipment, and material.
13. Maintain OSHA 300 records and rates of occupational injuries and provide them to NY CREATES upon request.
14. Audit and maintain the housekeeping of work areas to prevent trip and other safety hazards.
15. Ensure the necessary pre-task planning is conducted prior to starting work to comply with requirements to perform work in a safe manner.
16. Conduct and document a hazard assessment of tasks to be performed in work areas to determine personal protective equipment (PPE) requirements. Provide and ensure that all employees use/wear PPE that is appropriate for the work being performed.
17. Immediately alert Security and the TC of adverse work conditions, work-related; injury, illness, property damage and/or close call safety-related incidents.
18. Prohibit alcoholic beverages, controlled substances and weapons on site.
19. Follow NY CREATES emergency instructions, including, but not limited to, alarms, evacuation procedures, and notification procedures.
20. Be responsible for any legal liability arising from or in connection with the failure of their employees, agents and subcontractors to act in compliance with applicable federal, state and local legislation, law, regulation, ordinance, and code or NY CREATES requirements.
21. Keep the TC fully advised of any work or conditions which may adversely affect the safety of personnel or impair NY CREATES property.

22. Ensure all appropriate cautionary devices, safety signs, and/or barricades are in place at or within work areas at all times during work activity.
23. Provide signal people and traffic control for roadwork.
24. Ensure that employees keep work areas free of safety, health or environmental hazards.
25. Contractors installing products must be authorized by the product manufacture to install them.

3.2 Contractor Employees

Contractor employees shall:

1. Read, understand and comply with this [NY CREATES / SUNY Poly Albany Contractor Safety Guide](#).
2. Comply with applicable Federal, State and Local [regulations, their company's safety and health requirements](#), as well as, [applicable NY CREATES EHS policies and procedures](#).
3. Comply with all emergency alarms and communications.
4. Use only chemical storage containers in good condition to prevent environmental releases.
5. [Use/wear PPE that is appropriate for the work being done](#) and comply with posted safety signs.
6. Cone or barricade construction, trip, fall or other hazard areas.
7. Report hazardous conditions to your supervisor and the TC.
8. Report emergencies ([e.g., accident, injury, medical, fire](#), chemical releases) to Security, TC [and EHS](#).
9. Limit excessive noise, dust, chemical vapors, spills or flying debris prior to starting [and throughout](#) the work.
10. Not enter restricted areas without prior authorization from the TC.
11. Not place or lean tools on or against equipment.
12. Not use abusive, profane, or sexually explicit language.
13. [Comply with electrical safety and Lockout/Tagout \(LOTO\), - Control of Hazardous Energy requirements](#).

14. Use only portable electrical equipment with a grounded third prong or double insulated.
15. Use extension cords only for temporary power to portable electrical equipment.
16. Use only [Ground Fault Circuit Interrupter-\(GFCI\)](#)-protected extension cords in damp or wet environments.
17. [Keep exit routes, aisles, and/or doors](#) clear of obstructions for emergency evacuation [at all times](#).
18. Remove from service unsafe or defective equipment.
19. Use proper [material handling](#) techniques.

3.3 Contractor Procedures, Permits, Forms and Training

Contractor shall obtain Work Authorization Permits while performing work at the [NY CREATES / SUNY Poly Albany or Kiernan Plaza](#) facility. The following [training](#), policies, procedures [permits and/or forms](#) must be adhered to. Work requiring the completion of additional permits must be submitted and approved prior to the commencement of work.

For Contractor's [Internet access](#) to:

[Policies, Procedures, Permits and Forms](#) click [here](#)

<https://sunypoly.edu/research/albany-nanotech-complex/contractor-forms.html>

For Contractor access to Training and Badging on the Internet click [here](#)

<https://sunypoly.edu/research/albany-nanotech-complex/contractor-training.html>

For NY CREATES staff, tenants, etc., [Intranet access](#) click on

<http://intranet.sunycnse.com/>

4 CLEANROOM REQUIREMENTS

Contractors working for [NY CREATES Albany](#) in cleanrooms and core areas shall abide by the cleanroom work practices outlined in this document and are required to take [NY CREATES Cleanroom Safety Training](#) prior to entering the cleanroom. Contractors shall review and follow [NY CREATES OPS-00001](#) Cleanroom Protocol Requirements. Since cleanroom requirements may vary from building to building, Contractors shall work directly with their TC for special instructions.

4.1 General Precautions

1. Minimize the potential for product contamination.
2. [NY CREATES](#) will provide the special clothing that Contractors must wear in cleanroom. [For some projects, contracts may require Contractors to provide. Confirm first with contractor's management then TC for questions.](#)
3. Contractors shall enter and exit cleanrooms only through authorized doorways.
4. No "regular" paper, food, cardboard, beverages or wooden ladders are allowed in cleanroom [areas](#).
5. The gowning area shall be kept free of trash.
6. Waste plastic and used cleanroom gloves shall be placed in the appropriate waste receptacles.
7. Anytime work activities within a cleanroom space have the potential to affect cleanroom quality specifications with regard to particulate count, vibration, fumes or other contaminants, the Contractor shall review and understand [CFM-01005](#) Dirty Work Permit Application Procedure and fill out a "Dirty Work Permit Application" ([CFM-01005-F1](#)).

4.2 Entering and Exiting the Cleanroom

1. Prior to entering - tools/equipment and carts shall be wiped down with 10% [IPA](#) in DI Water.
2. Personal belongings must be secured and jewelry removed.
3. Only enter and exit the gowning room and cleanroom through designated areas.
4. To maximize effectiveness, walk slowly through the cleanroom.

5. Do not exit the cleanroom via unapproved exits except during emergency situations (i.e., fire or Toxic Gas Monitoring System (TGMS) alarms).

4.3 NOT Permitted in the Cleanroom

- Street clothes including caps
- Food or drink
- Wearing cosmetics, perfume, cologne, or other similar scented products
- Jewelry
- Smoking
- Candy, gum, lifesavers, mints
- Bringing in “Regular” paper, cardboard, Styrofoam, bubble wrap, paper towels, or scotch tape. Exceptions must be approved by Fab Manager.
- Pencils or felt-tip pens (only ballpoint pens are permitted)
- Personal items (e.g., lunch, tobacco, erasers, paper towels, eyeglass containers and purses).
- Wooden toolboxes, wooden-handled tools.
- Rust, oil, or peeling paint on tools or boxes.
- Impact-type printers, non-cleanroom printer paper
- Materials that have not been cleaned prior to entry.
- Hydrocarbon-based aerosol cans.
- Personally-owned PCs.
- Unfastening cleanroom garments or pulling items out through garments while in cleanroom.

4.4 Gowning Procedure and Rules

1. Review and follow NY CREATES OPS-00001 Cleanroom Protocol Requirements on NY CREATES website. Please review document frequently for updates.

2. Always keep the gowning room clean and dispose of items in designated area.

4.5 Maintaining Air System Integrity

1. Minimize the loss of cleanroom air - restrictions on dust, dirt, particulate, chemical vapors, temperature and humidity.
2. Minimize the disruption of unidirectional airflow.
3. Open one door at a time when entering from gowning area or Wipe-Down Area.
4. Seal wall penetrations and use a cleanroom compatible approved flame sealant when penetrating a firewall.

4.6 Construction Housekeeping Rules

1. Isolate your work area from the rest of the cleanroom with approved anti-static cleanroom Visqueen or other material as directed by TC.
2. Do not accumulate waste. All wastes shall be removed daily and placed in proper dumpsters.
3. Do not use hand-written or non-laminated signs.
4. Keep your work area clean and neat.
5. Stack and store materials to prevent trip or other hazards.
6. Do not store equipment in front of electrical panels or equipment EMO buttons.
7. Secure stored ladders, so they cannot fall.
8. At the completion of work, wipe down the area and remove trash and leftover materials.
9. HEPA vacuum area of work, daily, to remove debris caused by the construction, tool installation or tool removal.

4.7 Removing Raised Floor Tiles

1. Contractor shall review and follow [NY CREATES EHS-00032](#) Floor Tile Removal Procedure.
2. The Contractor is responsible for completion of the Floor Tile Removal Form ([EHS-00032-F1](#)) and ensuring that [a guardrail system, cover notification, and fall protection devices](#), if applicable, are in place.
3. The removal of raised floor tiles impacts airflow patterns; prior to their removal, obtain approval from the [TC](#).
4. The floor opening(s) must have a cover and/or guardrail system (e.g., a barrier with a top-rail at least 39 inches height above the walking-work surface capable of supporting a force of 200 pounds, a mid-rail set halfway between the top-rail and the walking-working surface capable of withstanding a force of 150 pounds, a self-closing gate at the entranceway, a toe-board that is 3.5 inches vertical height), that meets OSH 1920.29 requirements. Install a barrier in the sub-fab, if applicable, below the floor tile to be removed.
5. The location and orientation of each tile is unique. Carefully note the position and orientation prior to removing a tile (mark it with cleanroom tape). Replace the tile in the same position when the work is complete and ensure the floor tile(s) are flush with the adjacent flooring.
6. Raised floor tile(s) shall be removed using the appropriate floor tile removal tool.
7. Limit the number of floor tiles to be removed and the duration of their removal.
8. Do not remove tiles from below the raised floor.
9. Do not remove tiles to create new openings to exit from; exit from openings that are already existing (from previously removed tiles), unless in an emergency.
10. Place and store tiles face-to-face since the bottom surface of one tile can damage the top surface of another and properly stored to prevent a fall or trip hazard.

4.8 HEPA Ceiling Filter Removal/Installation

1. HEPA ceiling filters are fragile and easily damaged - prior to their removal obtain approval from the [TC](#).
2. Immediately report any filter damage to the [TC](#).

3. If filter replacement is to be performed during normal cleanroom operations, an approved cleanroom barricade made of anti-static Visqueen shall be installed from ceiling to raised floor to prevent further contamination to product. Remove after completion as directed by TC.
4. Check the condition of filters before and after you complete a job to ensure they were not damaged.
5. HEPA filter shall be scanned by an approved particle counter after installation to assure filter is not damaged and is properly sealed. Document all readings and provide written documentation to TC.
6. Contractors are responsible for the cost of replacing any filters they may damage.

4.9 **Preparing Tools and Equipment for the Cleanroom**

1. Equipment shall be brought into the buildings via the dock area.
2. Uncrate and remove the first layer of plastic (if two layers), then move it via an approved path to the Wipe-Down Area.
3. Prior to the move, clean floor load distribution (metal) plates and move equipment (e.g., carts, rollers, etc.).
4. In the Wipe-Down Area, remove the last layer of plastic and wipe down the tool/equipment/material with 10% IPA in DI water.
5. In the Wipe-Down Area or any other location dedicated for the equipment move, cleanroom doors must remain closed and only corridor doors shall be opened only when moving equipment into area to be cleaned and then closed during the cleaning process.
6. Wiping pads are folded cleanroom wipes, dampened with the cleaning solution. Do not wring or ball up the pad.
 - a. Carefully wipe surfaces with the flat pad using slow light strokes in one direction (NOT an up and down motion).
7. Discard the pad after particulate accumulation is visible. Do not rub or wipe the same area repeatedly.
8. When the wipe down is done off-site, the equipment shall be wrapped with plastic or stored in a plastic bag prior to bringing it into the cleanroom.
9. When equipment wipe down is complete, the cleanroom door may be opened and the equipment moved in. The cleanroom door should be closed immediately afterwards.

10. Cleanroom tape on wheels is not acceptable. All wheel and roller contact surfaces must be in new condition and wiped down before entry into the cleanroom.

4.10 **Specific Material Cleaning Requirements**

1. All high purity material that is to be used in a cleanroom shall be sealed with double wrapped plastic. The first plastic wrap shall be removed in the Wipe-Down Area. The second wrap shall be removed inside the cleanroom.
2. The interior and exterior of ductwork shall be free of oil and grease. Opened ends shall be wrapped with plastic and cleanroom tape after fabrication and cleaning. The plastic shall not be removed until the duct is ready to be installed.
3. Gas and liquid piping shall be capped at both ends after cleaning. If cleaned off-site, it shall be sealed; double wrapped with plastic in addition to having end caps.
4. Materials that give off particles such as wood, cloth, carpet, bare metal, etc. are not permitted inside the cleanroom or cores. Electro-polished stainless steel, plastic laminates and anodized aluminum are permitted. Epoxy paint or an equivalent material may be used on bare metals depending on the installation and location; this must be approved for use prior to application through the Work Authorization Permit process.
5. Cleaned PVC, CPVC, PVDF, etc. plastics are permitted.
6. Raw steel is not permitted in the cleanroom.

4.11 **Moving Equipment through the Cleanroom**

1. Keep the tool and moving personnel in the center of the aisle and away from equipment.
2. Slowly remove and install the metal floor load-distribution panels, because their movement generates particles by acting like large fan blades: displacing air and disturbing particulates under the raised floor.
3. Keep panel movement to a minimum to reduce disruption of the air flow.
4. Remove all debris and tool moving equipment as soon as possible.

4.12 **Isolating Construction from the Cleanroom Environment**

1. Only bring materials into the cleanroom that will be used that day.

2. Do not use un-approved perimeter doors for entry and exit from the cleanroom.
3. Isolate construction work from the cleanroom. Use only non-static approved plastic sheeting (Visqueen), cleanroom tape and other materials.
4. Only approved cleanroom tape is permitted. Any other tape, including duct tape, shall not be used anywhere in the cleanroom or cleanroom sub-fabs.
5. Care shall be taken to remove isolation barrier as to reduce any additional contamination to existing production areas. Place plastic sheeting into a plastic bag and remove from cleanroom.

4.13 **Cutting, Sawing and Threading**

1. Pre-fabricate materials, as much as possible, outside the cleanroom. Material shall be cleaned with 10% IPA in DI water prior to introduction to the cleanroom.
2. Cutting, sawing and threading shall be kept to a minimum in the cleanroom.
3. During cutting or sawing operations, a second person shall be simultaneously HEPA vacuuming the cutting dust.
4. Contractors shall use their own Cleanroom-approved HEPA vacuum to vacuum entire work area at end of each work day and at completion of work.
5. Wipe cleanroom surfaces with 10% IPA in DI Water after vacuuming has been completed.

5 **GENERAL SAFETY**

5.1 **Working Around Chemicals**

With regard to working around chemicals on site, Contractors shall:

1. Review and follow [NY CREATES EHS-00002](#) Requirements for Hazard Communication Program and [NY CREATES EHS-00005](#) Chemical Handling and Storage Procedure prior to handling chemicals on [NY CREATES / SUNY Poly Albany and Kiernan Plaza](#) sites.
2. Use chemical labels and Safety Data Sheets (SDSs) to identify the chemical and get information concerning the hazards.

3. Comply with Federal, State, Local and [NY CREATES](#) guidelines regarding chemical use, including but not limited to, OSHA 29 CFR 1910.1200 and 1926.59.
4. Use chemical containers that have the manufacturer's label or the chemical name and hazard warnings.
5. When transferring to a new container, use containers that are compatible with the chemical and labeled [utilizing the GHS labels available in PPE cabinets and gowning rooms](#).
6. Follow the manufacturer's precautions on the SDS.
7. Obtain all necessary licenses and permits.
8. Minimize chemical exposure to themselves and others.
9. Supply and use the appropriate [PPE](#) for the chemical being used.
10. Be aware of the nearest eyewash/safety shower prior to working [with and/or](#) around chemicals.
11. Notify [NY CREATES](#) Security of any chemical incidents, [such as spills](#).
12. Store flammable/combustible liquids in compatible containers and away from heat sources.
13. [Do NOT](#) handle or relocate [NY CREATES](#) chemicals.
14. Transport, store and handle chemicals brought on site according to the manufacturer's specifications.

5.2 Chemical Spills

1. Contractors shall not discharge or release hazardous materials or chemicals on [NY CREATES / SUNY Poly Albany or Kiernan Plaza](#) property. A release is defined as any unplanned release, leaking, pumping, pouring, emitting, dumping, discharging, emptying, or disposing of a hazardous material or chemical, including wastewater and chemically-treated water. [Questions on proper disposal can be sent to EHS at SUNYPOLYEHS@SUNYPOLY.EDU](#)
2. Contractor equipment found to be leaking [must](#) be immediately [reported to NY CREATES Security](#), contained and repaired, and the [TC](#) notified. All costs associated with cleanup of the leak will be the sole responsibility of the Contractor.
3. Unreported spills, discharges and releases are a violation of federal, state and local regulations and can lead to termination of work privileges at [NY CREATES / SUNY Poly Albany and Kiernan Plaza](#).

4. If a chemical or unknown liquid is spilled or released, the Contractor shall immediately call Security to request ERT assistance.
5. Contractors shall identify the chemical and the cause of release, as well as, the building, floor and column location.
6. With authorization from EHS and/or ERT leads, the Contractors shall clean up the release, if approved to handle the chemical spill.
7. The release shall be cleaned to NY CREATES's satisfaction. NY CREATES maintains the right to arrange for cleanup by an outside party and to collect the associated cleanup costs from the Contractor.

5.3 Housekeeping

1. Materials shall not be stored outdoors without prior approval by the TC.
2. Materials must be stacked or stored so that they are stable and do not pose a tripping hazard, blocked doors and emergency equipment nor restrict aisles, corridors and passageway width to less than required for emergency egress. Pipes and conduit shall be transported and stored horizontally.
3. Scrap lumber, metal, or other garbage shall be disposed of as directed by the TC.
4. Protruding nails or wires shall be removed or bent over to prevent injury.
5. Walking-working surfaces shall be free of slip, trip and fall hazards by keeping the area clean and free of obstructions.
6. Floor or trim anchors shall be cut flush with the floor surface to prevent trip and fall hazards.
7. Broken glass shall be placed into containers specifically designated for broken glass.
8. Platform planks shall be removed immediately after the work is finished.
9. Minimize production of odors, noise, dust, dirt and debris into adjacent work areas.
10. NY CREATES / SUNY Poly and Kiernan Plaza equipment and facilities shall be protected from flying or falling materials.
11. Tarps shall be flame resistant, asbestos free and in good condition.

12. At the end of the work shift and during the work day, to prevent dust from migrating into hallways and other occupied areas, vacuum carpets and mop tiles.
13. Equipment, chemicals, construction material and debris shall be removed from the area at the end of each work day.
14. Work areas shall be clean and free of debris at the end of the shift and when the job is finished.
15. Construction area(s) must be clearly identified by contractor-supplied barricades (e.g., guardrail system, cones, ropes, fences) and safety signs.

5.4 Office Safety

1. Stairwell doors and other fire doors shall not be propped open or modified in any way.
2. Care shall be taken not to damage finished work.
3. Materials shall be organized, not pose a trip or fall hazard, not block doors, walkways, emergency equipment or exit paths.
4. Materials shall not be stored in stairwells.
5. Floors are to be kept free of slip, trip or fall hazards.
6. Proper work practices and equipment (e.g., step stool) are used to access and retrieve materials.
7. Equipment is approved and used, as intended.

5.5 Toxic Gas Monitoring System (TGMS)

1. Contractors shall review and follow NY CREATES EHS-00031 – Procedure for Toxic Gas Monitoring System Operation and Maintenance and TGM-00001 Specification of Installation for Toxic Gas Monitoring System.
2. Tools must be in maintenance mode if any work that could cause a TGMS activation is being performed. Work plan must be reviewed to insure that no surrounding tool's TGMS will be impacted by work, and coordinate any additional AAC panels to be placed into maintenance mode, as needed.
3. All Contractors installing TGMS components at the NY CREATES / SUNY Poly Albany facility must use EHS-00031 to ensure all components are installed in accordance with criteria set forth by NY

CREATES EHS department. **TGM-00001** Specification of Installation for Toxic Gas Monitoring System also details typical installations for the most common equipment installed on the TGMS. Any deviations from these specifications require approval from NY CREATES EHS and TGMS departments.

4. All new and/or changes/edits to any AAC panels are required to have the approved, tested and signed TGMS matrix delivered to the NY CREATES TGMS department no later than two (2) weeks after completing TGMS testing.
5. TGMS testing is allowed M-F during normal business hours; if TGMS BLUE LIGHT BYPASS IS ACTIVE and NY CREATES TGMS department member is monitoring TGMS system during entire TGMS test. Live blue light and horn testing requires an approved Work Authorization Permit and signs posted 24 hours before testing is to commence.

5.6 **Parking**

Contractors shall park in lot "F". Parking is not allowed in fire lanes, on hash marks or any other permit parking areas. Docks may be used to load and unload equipment necessary to perform duties, and then vehicles must be immediately moved. All vehicles must adhere to site-designated speed limits and traffic control signs. Parking Rules and Regulations are available at NY CREATES Security located in the NFE rotunda.

5.7 **Permits**

Contractor is responsible to obtain all necessary "Work Authorization Permits" and any required sub-permits for work on NY CREATES / SUNY Poly Albany and Kiernan Plaza sites, as well as, required permits through Federal, State and Local governments. See Contractor Procedures, Permits, Forms and Training for further information.

Contractor shall obtain all necessary inspections and provide reports and electrical inspections to TC for NY CREATES records. NY CREATES permits will list required inspections and reports.

5.8 **Bulk Chemicals and Gases**

1. Certain bulk chemical and gas storage and delivery systems are subject to the requirements of OSHA 29 CFR 1910.119 - "Process Safety Management of Highly Hazardous Chemicals."

2. Any work on bulk chemical or hazardous gas storage and delivery systems including pipelines shall be approved by and coordinated with the TC.
3. Work on any chemical and gas storage and delivery systems requires an approved Work Authorization Permit.
4. Contractor management shall ensure compliance with the OSHA Process Safety Management (PSM) requirements including, but not limited to, documenting appropriate employee training, hazard awareness and safe work practices.
5. Contractors shall comply with OSHA PSM requirements when performing maintenance or repair, major renovation or specialty work on or adjacent to a covered process.

5.9 Potentially Hazardous Areas

1. Certain areas and operations at [NY CREATES / SUNY Poly Albany and Kiernan Plaza](#) sites may have potential hazards associated with them. Contractors shall take extra precautions when working in, on or around such areas. These areas include, but are not limited to: HPM corridor, storage rooms and warehouses; chemical labs; confined spaces (e.g., tanks, manholes, vaults, pits); electrical circuits/equipment; high noise level areas; high voltage electrical areas; ionizing and non-ionizing radiation labs; laser labs and areas; mechanical equipment rooms; roofs, service cores and storage; dispensing; and process areas for chemicals and gases.
2. Contractors shall review all projects to determine the hazards associated with the work and surrounding area, and review hazards with their workers.
3. Upon the Contractor's request, the TC will provide information regarding potential [NY CREATES](#) generated hazards.
4. Contractors shall provide the equipment, procedures and training necessary for their employees to perform the work safely.
5. Contractors shall honor all warning signs, signals and devices (e.g., laser signs and lights, radiation signs, protective eyewear signs, etc.) unless authorized to do otherwise by their management or the TC.
NOTE: The only permissible reason to disregard a warning device is if it has been proven to be defective.

5.10 Security

1. **NY CREATES** Security reserves the right to conduct random searches of personal or other property carried onto or off of **NY CREATES / SUNY Poly Albany and Kiernan Plaza** premises including vehicles, handbags, lunch boxes, backpacks, briefcases, etc. Anyone refusing to participate in the search process will be brought to the attention of the TC.
2. Contractor supervisors shall notify the TC of the work plan, location, crew size and expected start time.
3. **Contractor Site Access:**
 - a. At Kiernan Plaza use Kiernan Plaza Lobby or the public access entrance (Broadway). Hours of operation are from 8:30 AM to 5:00 PM. Badges are not required.
 - b. At **NY CREATES / SUNY Poly Albany** Site access badges are required.
 - i. Contractors who do not have an access badge shall produce a valid US driver's license or passport to obtain a visitor badge at the NFE visitor's desk.
 - ii. Contractors shall prominently display their identification badges at all times.
 - iii. Contractors shall return their visitor badges at the NFE visitor's desk when leaving **NY CREATES / SUNY Poly Albany** facility at the completion of the work shift.
4. Contractors who **have an access badge and** invite additional workers or vendors, who are temporary in nature, must check them in at **NY CREATES** Security and provide them with an escort at all times.
5. Contractors shall control access to **NY CREATES** areas by:
 - a. only admitting persons with valid identification badges into **NY CREATES/ SUNY Poly Albany** buildings,
 - b. directing persons without badges to Security to gain access,
 - c. not lending a badge to another person,
 - d. entering and exiting through designated doors only,
 - e. not defeating locks or latches,

- f. leaving doors closed and locked,
- g. not propping doors open unless they are attended, and
- h. securing temporary openings in walls, roofs or floors to prevent unauthorized access.

5.11 **Obtaining Badge**

1. Go to the following link to find requirements for obtaining a badge:
<https://sunypoly.edu/research/albany-nanotech-complex/contractor-training.html>
2. Badge Request form **ANT-00001-F1** NY CREATES - SUNY Poly ID Access Card Request Form can be found at the following link:
<https://sunypoly.edu/research/albany-nanotech-complex/contractor-forms.html> :
3. Submit this request form to the TC.

5.12 **COVID-19**

1. NY CREATES requires all contractors/visitors to the site to complete a self-certification process. Review the "Coronavirus Disease 2019 - Protecting the Safety and Health of Workers" pdf training materials. Even if you already have a badge, this must be completed before coming on site. Then complete the Self Certification Form and follow the instructions to send it to NY CREATES EHS. The training materials and self-certification are found at the following link:

<https://sunypoly.edu/research/albany-nanotech-complex/contractor-training.html>
2. COVID-19 requirements for out-of-state workers are continually updated by New York State. All contractors must comply with the most up-to-date NYS requirements found at the following website:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

5.13 **Smoking**

1. The smoking policy applies to smoking cigarettes, electronic cigarettes (or e-cigarettes / vaping), pipes, cigars, and any other device used to deliver tobacco, liquid nicotine and other substances.
2. No smoking inside NY CREATES/ SUNY Poly Albany and Kiernan Plaza buildings or on any rooftop.
3. Smoke only in designated smoking areas. No smoking within 25 feet of building entrances.
4. Dispose of cigarettes in appropriate receptacles, not in trash containers or on the ground.
5. Any observed smoking violations may be reported to security in person or via email at CNSecurity@sunypoly.edu.

5.14 **Utilities**

1. Contractors shall notify the TC if an appropriate source of utilities is not available in the work area.
2. Utilities may not be run through a doorway which is normally locked to maintain security unless the doorway is continuously monitored by the Contractor to control unauthorized access.
3. Contractors may supply a safe, temporary electric source that is compliant with the National Electric Codes (NEC) and is GFCI protected.

5.15 **Equipment Commissioning**

1. Contractor shall review and understand NY CREATES EHS-00016 New Equipment Installation, Equipment Modification or Process Change Procedure and NY CREATES EHS-00017 Procedure for Equipment Commissioning prior to any equipment commissioning on NY CREATES / SUNY Poly Albany site.
2. Ensure that all equipment commissioning projects within the scope of this procedure are designed and installed in a manner consistent with applicable codes, regulations, and sound engineering practices.
3. Address safety, health and environmental concerns related to the design, installation, startup, operation and maintenance of equipment within the scope of this procedure.

4. The **Equipment** Owner requesting permission to install **equipment** in the **NY CREATES / SUNY Poly Albany Cleanroom/Lab** Facilities will complete the **Equipment Commissioning Inspection Record (EHS-00017-F1)** ensuring completion of each checklist item.
5. The designated **NY CREATES** personnel from the EHS and Facilities Operations Group Departments will review and approve the **inspection** checklist and required documentation in order to begin/initiate the installation process.
6. Once the equipment is set, leveled, and electrical and facilities connections are made, a review of the installation to that point will be performed using the Part 1 Checklist.
7. Upon completion of the Part 1 Checklist, electrical power, non-HPM gases, liquids and vacuum, may be supplied to the equipment **with Facility System Owner Approval**.
8. The Part 2 Checklist is used to verify that the equipment is ready for HPM use and other hazards (i.e., radiation, laser, mechanical hazards, etc.) associated with the equipment are ready to be energized. Upon completion of the Part 2 review, the equipment may be approved to become fully functional, and is released for process qualification and commissioning for use at **NY CREATES Albany** Facilities.
9. Any deficiencies that are discovered during the Part 1 and Part 2 reviews that do not directly impact the safety of the equipment or the installation are to be listed in the Punchlist at the end of the Equipment Commissioning Checklist. Punchlist items **must** be completed in a timely manner and must be completed before the checklist is signed off.

5.16 **Equipment Decommissioning**

1. Contractor shall review and follow **NY CREATES EHS-00030** Procedure for Equipment Decommissioning and Removal prior to any equipment or support systems decommissioning on **NY CREATES Albany** site.
2. Ensure all equipment decommissioning/removal and support systems decommissioning/removal are executed in a manner consistent with applicable codes, regulations and sound engineering practices.
3. This process ensures that equipment is decommissioned or removed in a manner that will allow lowest possible risk to employees, operations or maintenance activities.

4. All sources of harmful energy must be locked out and tagged out to prevent accidental start-up or release of hazardous energy sources (e.g., electrical, chemical, gases).
5. Tenant, Contractor or Sub-Contractor employees can perform equipment decommissioning of equipment, so long as the following training courses have been completed and are up to date:
 - a. Safety Orientation
 - b. Cleanroom and/or Laboratory Safety
 - c. Hazardous Waste Handling
 - d. Compressed Gas Handling (for tools involving toxic gases)
 - e. Respiratory Protection (if respirator must be used)
 - f. Lockout/Tagout – The Control of Hazardous Energy
 - g. Electrical Safety
6. Follow applicable equipment decontamination requirements.
7. Any questions regarding decommissioning procedures, use of PPE, chemical hazards, and waste disposal shall be addressed to the Contractor Supervisor first, and then to the TC.

5.17 Equipment Decontamination

1. Contractor shall review and follow **NY CREATES EHS-00037** Procedure for Equipment Decontamination prior to any equipment decontamination on **NY CREATES Albany** site.
2. Ensure all equipment and support systems are decontaminated in a manner consistent with applicable codes, regulations and sound engineering practices.
3. This process ensures that equipment is decontaminated or removed in a manner that will allow lowest possible risk to employees, operations or maintenance activities.
4. In conjunction with obtaining and posting the Equipment Decommissioning/Removal Safety Sign-off Checklist (**EHS-00030-F1**) at or near the subject equipment, the **NY CREATES / SUNY Poly Albany**, Tenant, Contract or Sub-Contract Equipment Engineer is responsible for performing the appropriate decontamination procedure, in a safe and timely manner, and disposing of materials generated appropriately.
5. Proper **PPE** must be worn at all times when decontaminating equipment.
6. Consult the SDS before conducting decontamination to better understand the hazards and needed precautions for chemicals involved. SDS are available by either contacting **NY CREATES EHS** (M-F 8-5), ERT (24/7) or through the online Hazmin database: <http://cnse.comply1.com/default.asp?hazminUn=cnsertk&hazminPwd=n y12203&hazminFac=CNSE%20Albany&logon=N>
7. All hazardous waste materials generated from decontaminations must be properly handled as hazardous wastes in accordance with **EHS-00009** Hazardous Waste Management Specification.
8. Some decontamination work may require the use of a cartridge or airline respirator.
9. Any questions regarding decontamination procedures, use of **PPE**, chemical hazards, and waste disposal shall be addressed to the **Contractor Supervisor first, and then to the TC**.
10. Be sure to follow EHS Decontamination procedures for the following:
 - Diffusion furnaces

- Photoresist spin tracks and developers
- Etchers and Ashers
- Chemical vapor deposition systems
- Ion implanter
- Sputters
- Ovens
- Wet pumps
- Dry pumps
- Acid sinks
- Stripper sinks
- Solvent sinks
- Lead contaminated equipment
- Process gas lines
- Acid drain lines
- Exhaust ventilation ducting
- Floors, walls, trenches
- Gas cabinets
- Spin rinse dryers (SRD)
- Tube cleaners
- [Chemical Mechanical Polishing \(CMP\)](#)

5.18 Chemical Use

With regard to the use of chemicals on site, Contractors shall:

1. Review and follow [NY CREATES EHS-00002](#) Requirements for Hazard Communication Program and [NY CREATES EHS-00005](#) SOP for Chemical Handling and Storage prior to handling chemicals on [NY CREATES Albany](#) site.
2. Comply with Federal, State, Local and [NY CREATES](#) guidelines and [regulations](#) regarding chemical use including but not limited to OSHA 29 CFR 1910.1200, and 1926.59.
3. Report all chemicals proposed to be used on a project to the [EHS](#).

4. Some chemicals are restricted from the site. Contractors shall create an account on the HAZMIN database that contains all the approved chemicals.

When introducing a new chemical to the area, contractors shall submit a request using the HAZMIN database and the associated SDS.

Link to this site is as follows: <https://www.cnse.comply1.com/>

If you are unable to create an account, your company may not be recognized in the system. E-mail SUNYPOLYEHS@sunypoly.edu to request that your company be added.

5. Use non-hazardous materials whenever possible. NY CREATES can prohibit the use of certain chemicals.
6. Use chemical containers that have the manufacturer's label or the chemical name and hazard warnings.
7. Follow the manufacturer's precautions on the SDS.
8. Obtain all necessary licenses and permits.
9. Minimize chemical exposure to all.
10. Supply and use the appropriate PPE for the chemical being used.
11. Comply with NY CREATES protective equipment signs.
12. Be aware of the nearest eyewash/safety shower prior to working with and/or around chemicals.
13. Notify NY CREATES Security of any chemical incidents.
14. Provide temporary exhaust to control solvent fumes and odors when paints, solvents or volatile chemicals are used.
15. Keep chemicals in closed containers when not being used.
16. Store flammable/combustible liquids in compatible containers and away from heat sources.
17. Remove flammable liquids from the site at the end of the work shift unless approved by EHS.
18. Not store flammable liquids/gases with combustible materials (e.g., wood, paper).

19. Not store incompatible chemicals together (e.g., oxidizers and flammables).
20. Obtain approval from the [TC and EHS](#) for overnight storage of chemicals and chemical waste.
21. Place materials with flammable liquids on them in the “Flammable Waste” container.
22. Not dismantle or move chemical pipes, exhaust hoods, ductwork, or tanks without prior approval of the [TC](#).
23. Properly decontaminate chemical materials and equipment prior to starting work.
24. Transport, store and handle chemicals according to the manufacturer’s specifications.
25. Remove all chemical supplies from the site at the completion of the job.
26. Label all chemical drains, collective systems, facility and process plumbing as to their contents and direction of flow. Labels shall be placed every 10ft, at all branches and before and after all penetrations.

5.19

Compressed Gases and Compressed Gas Cylinders

1. Contractor shall review and follow [NY CREATES EHS-00011](#) Gas Cylinder Handling Procedure prior to handling any gas cylinder on [NY CREATES](#) Albany site.
2. Compressed air/gas shall not be used for cleaning purposes except where reduced to less than 30 psi, and then only with effective chip guarding and protective equipment.
3. Compressed air/gas shall not be used to clean dust from an individual's clothes or body, nor shall the nozzle be pointed at people.
4. Proper pressure control hardware, Compressed Gas Association (CGA) fittings and rated delivery lines shall be used at all times.
5. Compressed gas cylinders shall be legibly marked (stenciled, stamped or tagged), according to the current ANSI standards, with the name of the material contained.
6. The Contractor's company name shall be identified on any cylinder that is not removed from the site at the end of the work shift.

7. The proper Compressed Gas Association (CGA) fitting shall be used. Adapters are NOT permitted.
8. Gas cylinders that are damaged or contain a buildup of scale or rust shall not be brought on site.
9. Hose lines shall be properly rated, regularly inspected and tested for leaks.
10. If a leak develops in a cylinder, immediately clear affected people from the area and call [NY CREATES Security](#)
11. Contractors working with or transporting compressed gases shall have appropriate safety training in the use and handling of compressed gases and cylinders through their employer.
12. When transporting cylinders, Contractors shall:
 - a. install valve protection caps,
 - b. secure to an approved hand truck or cart,
 - c. never carry the cylinder by the bottle valve, regulator or protective cap,
 - d. never roll or drag a cylinder - use an approved cart,
 - e. never drop or allow a cylinder to strike other cylinders or surfaces,
 - f. only use the freight elevators for vertical transportation, when available,
 - g. either cradle, or have two persons carry, the cylinder when transporting to the roof or basement, or between floors (if not on a freight elevator).
13. Ensure that all compressed gas cylinders, whether in use, in transit, or in storage, are fastened securely in an upright position by a chain, suitable strap, or a rigid retaining bar or structure. In cases where more than one cylinder is to be stored, the cylinders shall be installed in an upright position in a cage or rack constructed to protect the cylinders from falling. The cage or rack must be capable of preventing movement on three sides. The open side shall have a removable restraint(s), such as a chain, suitable strap or rigid retaining bar, which can be adjusted to prevent cylinders from falling. In all cases the cylinders shall be secured to prevent them from falling or sliding out from under the restraints.

14. Protective valve caps shall always be installed on stored cylinders or when transporting cylinders.
15. Cylinder valves shall be closed when not in use and at the end of the day's work. Torch valves shall not be relied on for cylinder shut off.
16. Regulators shall be approved for the specific compressed gas being used. They shall not be interchanged.
17. Compressed gas cylinders shall be used in well-ventilated areas or within mechanically ventilated cabinets.
18. Cylinders shall be kept far enough away from welding or cutting operations so that sparks, hot slag or flame will not reach them. When this is impractical, fire resistant shields shall be provided.
19. Cylinders shall not be placed where they could contact an exposed electrical circuit.
20. All cylinders shall be removed from the site daily.
21. Cylinder status tag shall be placed on all cylinders noting full/empty/or in use.
22. The TC shall authorize any overnight storage of a gas cylinder.
23. Acetylene cylinders shall not be transported, used or stored with the cylinder lying down because this could result in the release of flammable liquid. If such a release occurs, immediately call [NY CREATES Security](#).
24. Oxygen cylinders must be stored separately from acetylene cylinders in a well-protected, well-ventilated, dry location, at a minimum distance of 20 feet, or behind a non-combustible barrier at least 5 feet high, having a fire resistance rating of at least a half-hour.
25. Contractor shall wear appropriate PPE when handling and using different types of gas. Refer to **EHS-00011** Gas Cylinder Handling Procedure.
26. Do not use acetylene at more than 15psi gauge pressure.
27. Contractors shall obtain approval from the TC before bringing a compressed gas on site.

5.20 Confined Spaces

1. Contractors shall comply with the requirements of OSHA 29 CFR Subpart AA – Confined Spaces in Construction and 1910.146 – Permit – Required confined spaces.
2. Contractor shall review and follow [NY CREATES EHS-00007 Confined Space Entry Procedure](#) prior to entry into a confined space on [NY CREATES / SUNY Poly Albany and Kiernan Plaza sites](#).
3. A confined space is defined by OSHA as:
 - a. large enough that an employee can bodily enter and perform work,
 - b. has limited or restricted means for entry or exit, and
 - c. not designed for continuous employee occupancy.
4. A permit-required confined space contains one or more of the following:
 - a. a potentially hazardous atmosphere,
 - b. a material that has the potential to engulf an entrant,
 - c. an internal shape that could trap or asphyxiate, and
 - d. any other serious safety or health concern.
5. Confined spaces on site are permit-required.
6. Confined spaces [may](#) have a sign stating “PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER”.
7. Confined spaces include, but are not limited to manholes, tanks, pits, vaults, boilers, or excavations.
8. Contractors shall not enter any confined space without the authorization from EHS and the [TC](#).
9. Contractors shall have a written confined space program [that has been submitted to NY CREATES EHS as well as, a copy with them](#) on site at all times.
10. Contractors shall be prepared to show evidence of appropriate confined space training.
11. Contractors shall provide their own atmospheric testing equipment.

12. Contractors are responsible for providing rescue / emergency services and equipment for its employees' confined-space-entry work that meets regulations, such as OSHA 1910.146.
13. Prior to entry, the entry supervisor shall hold a pre-entry meeting and review the entry permit.
14. Confined space covers and doors shall be opened and maintained clear of obstructions during an entry. Suitable barricades shall be placed around open confined spaces.
15. A confined space must be removed from service and completely protected against the release of energy and materials into the space.
16. Confined spaces shall be clean and free of hazardous materials or chemicals and, where necessary, purged with water or other equivalent means. Disposal of materials shall be in a manner authorized by the TC and EHS.
17. All hazardous energy sources shall be isolated and controlled via Lockout/Tagout procedure. Examples of energy sources are electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.
18. Prior to entry, the atmosphere in the confined space shall be tested for oxygen, flammable gas and potential toxics. Monitoring of the confined space shall be done on a continuous basis while working inside the space.
19. All confined spaces shall be ventilated by the use of a positive pressure ventilation system arranged to avoid recirculation of contaminated air. At least one trained attendant shall be required to remain at the confined space entrance during an entry.
20. Contractors shall supply their personnel with all equipment, PPE, communication devices and training required for an entry.
21. Pressurized cylinders shall not be brought into confined spaces (except SCBA). All hoses and lines connecting gas cylinders shall be shut off at the cylinder and removed from the space when not in use.
22. Entry team members shall be trained to the appropriate level for the work they are performing (e.g., entrant, attendant or supervisor).
23. If any unforeseen hazardous conditions are encountered during entry, the confined space shall be evacuated and the TC notified immediately. The permit is automatically terminated at the time of evacuation.

24. Upon completion of the entry, the Contractor shall notify the TC and/or the permit issuer that the entry is complete, so the permit can be closed out.

5.21 Lockout/Tagout (LOTO) – The Control of Hazardous Energy

Contractors who perform maintenance or service of equipment where the unexpected energization start-up or release of stored energy could cause injury, shall have a Lockout/Tagout (LOTO) program that complies with OSHA 29 CFR 1910.147 (Lockout/Tagout – The Control of Hazardous Energy). Contractors must review the NY CREATES EHS-00008 Lockout Tagout (LOTO) Program. Hazardous energies may include electrical, mechanical, hydraulic, pneumatic, chemical, steam, pressurized systems, gravity, stored energy, which includes suspended parts and springs.

1. Contractors and the TC must inform each other of their respective lockout/tagout process/procedures. Contractor lockout/tagout activity must be compatible with the NY CREATES lock/out/tagout process, in that if a device is capable of being locked out lockout is used. Tagout only is not acceptable where the device is capable of being locked out. Where a lockout is not possible, tagout must include an additional measure such as blocking, removing a circuit breaker, opening of an extra disconnecting device, removing the handle from a valve on a gas cylinder, etc.
2. Awareness notification shall be made to personnel potentially affected by the work (but not involved) prior to power shutdown, and again prior to power restoration.
3. Contractors are responsible for training and authorizing their employees to perform lockout/tagout, having written/documented procedures and performing periodic inspections, as applicable.
4. If lockout/tagout procedures exist for equipment on site, contractors must review them for reference, however the contractor is expected to provide written procedures, as required by applicable regulations.
5. Cord and plug connected equipment with no other forms of hazardous energy are exempt from lockout/tagout requirements. This only applies when the disconnected cord and plug are under the exclusive control of the person performing service or maintenance on the specific equipment.
6. Personnel who apply locks and tags for the purpose of controlling hazardous energy must be trained and authorized by their employer to demonstrate proficiency. The lock and key is to be retained by the

individual performing the work, and only this individual is authorized to remove the lockout/tagout devices upon completion of the work.

7. Contractors are responsible for providing and using their own lockout/tagout devices. Locks and tags must be unique to the contractor's lockout/tagout program, be legibly marked with the authorized employee name and company name, and not be used for any other purposes. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques.
8. Operating equipment shall be shut down using the normal stopping procedure to avoid an additional or increased hazard. Energy isolating devices shall be located and operated such that the equipment is isolated from every energy source which an individual may be exposed to during the performance of their work.
9. Contractors must not defeat, remove, ignore, or bypass existing locks or tags. Locks and tags must only be removed by the authorized individual who attached it.
10. When more than one authorized person works on equipment under lockout/tagout, each must apply their personal lock and tag using a multi-lock hasp. Alternately, an approved group lockout/tagout procedure may be used.
11. Use administrative locks/tags when removing equipment, systems or circuits for service. Although no maintenance or servicing is underway, there would be a risk of injury if the valve of the energized circuit was opened. Tags with the wording "OUT OF SERVICE" should be used to identify equipment removed from service and to keep people away from the tagged equipment. These tags are not used to warn of hazardous conditions.
12. Verification of Isolation: Prior to starting work on equipment that has been locked and tagged out, the authorized employee shall verify that isolation and de-energization of the equipment has been accomplished
13. Equipment and Stored Energy: Some equipment may have a source of stored energy. This energy can be stored as hydraulic or pneumatic pressure, gravitational, mechanical motion, thermal energy or the presence of gas, water, steam or chemicals. All potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. Proper procedures and equipment must always be used to contain and/or isolate sources of secondary energy.

14. Release from Lockout/Tagout: Before the lockout/tagout device is removed and energy is restored to the equipment the work area shall be inspected by the authorized employee to ensure that non-essential items have been removed and that the equipment components are operationally intact. Contractor employees and others in the area shall be notified that the lockout/tagout devices are being removed and the work area is clear.

5.22

Electrical Safety

The primary safety procedure to minimize the risk of injury due to exposure to electrical energy is to de-energize and perform the work in the electrical safe condition under lockout/tagout. It shall be NY CREATES and the contractor's goal to develop work procedures where it is feasible to work under de-energized lockout conditions. Before equipment is serviced, repaired or worked on, the line disconnect switch or circuit breaker supplying power must be tagged and locked in the OFF position. Circuits shall be checked with the proper equipment to ensure that all power is removed from the system. Equipment shall not be energized or re-energized until all permanent covers or closures for potentially energized electrical parts of equipment have been reinstalled.

1. Contractor and/or vendor shall read and understand **NY CREATES EHS-00054** Electrical Safety Program prior to commencement of work.
2. All activities must be conducted in accordance with the applicable parts of the Occupational safety and Health Administration (OSHA) 1910 Subpart S - Electrical for General Industry and 1926 Subpart K - Electrical for Construction.
3. If the TC agrees that de-energizing exposed live electrical parts introduces additional hazards such as interruption to life-support systems, complete removal of light to an area, deactivation of emergency alarms system, deactivation of hazardous location ventilation equipment, or is not feasible, specific safety-related work practices for working live shall be followed by qualified Contractor personnel.
4. Work practices include the use of precautionary techniques, protective equipment, insulating **and** shielding materials, insulated tools, etc.
5. Work practices shall be suitable for work conditions and the exposed voltage level.
6. Work practices shall protect against direct body contact or indirect contact by means of tools or materials.

7. Suitable barricades and warning signs shall be used to make any necessary open wiring inaccessible to unauthorized personnel.
8. Energized panels shall be covered when not attended.
9. Temporary wiring shall be de-energized when not in use. All temporary wiring must be protected by a GFCI.
10. Entry into high voltage areas shall be pre-authorized and supervised by the TC.
11. If conductors and wires need to be left temporarily exposed, they shall be de-energized, insulated and positioned so as not to cause physical hazards.
12. Unused openings in electrical panels shall be appropriately covered.
13. Conductors entering equipment or electrical panels shall pass through grommets to protect from abrasion.
14. Listed, labeled or certified equipment shall be installed and used in accordance with the instructions included in the listing, labeling or certification.
15. Contractor shall re-install covers to panels and label circuits appropriately.

5.23

Equipment – Explosive-Actuated Tools

1. In the event that the work is to take place in or adjacent to an occupied space, the Contractor shall review and follow **NY CREATES EHS-00065** Power-Actuated Fastener Tool Permit Procedure. Include permit with Work Authorization Permit for approval prior to use. NY CREATES EHS and TC will review the checklist on the permit with the Contractor prior to signatures for approval.
2. Explosive actuated tools shall be inspected, handled and used in compliance with OSHA 29 CFR 1926.302, 1910.243 and ANSI A10.3, "Safety Requirements for Explosive Actuated Fastening Tools."
3. Only employees who are licensed/certified and trained in their operation shall operate explosive-actuated tools.
4. The type and size of fastener to be used shall be compatible with the type and size of material that the fasteners are to be driven into.
5. Explosive actuated tools shall not be used in explosive or flammable atmospheres.

6. Explosive actuated tools shall not be loaded until just prior to the intended firing time.
7. Loaded explosive actuated tools shall never be left unattended.
8. Explosive actuated tools shall never be pointed at anyone.
9. Area shall be cordoned off when in use to prevent unauthorized access.
10. Spent and misfired cartridges must be disposed of in accordance with manufacturer's instructions and not disposed of in [NY CREATES](#) dumpsters.

5.24 **Equipment – Hand and Portable Electric Tools**

1. Portable electric equipment shall be inspected, [used and](#) handled according to OSHA 29 CFR 1910.334, [1910 Subpart P](#), and 1926.302.
2. Portable electric equipment shall be double insulated or electrically grounded by a grounding conductor plug, and GFCI protected.
3. Portable electrical equipment shall be kept in good repair and have attachment cords that comply with the applicable requirements for extension cords.
4. GFCI devices shall be used on power circuits serving outlets in damp, wet or outdoor locations.
5. Contractors shall not use defective or unsafe equipment.
6. Contractors shall use only non-sparking equipment in flammable solvent handling and non-sparks areas.
7. Contractors shall use the manufacturer's recommended shields, guards and attachments.
8. Contractors shall inspect equipment guards prior to each use.
9. Contractors shall not leave tools or other materials on stepladders, scaffolds, roofs or other high places.
10. Appropriate [PPE](#) shall be worn/used when using tools [and/or](#) [equipment](#).

5.25 Equipment – Pneumatic Tools

1. Any proposed use of pneumatic tools shall be approved by and coordinated with the [TC](#).
2. Pneumatic tools shall be inspected, handled and used in compliance with OSHA 29 CFR 1926.302 - "Power-Operated Hand Tools".
3. Compressed air shall be turned off when the tool is not in use.
4. The manufacturer's safe operating pressure for all fittings and hoses shall not be exceeded.
5. Pneumatic tools shall be secured to the hose in a positive manner to prevent accidental disconnection.
6. All hoses exceeding ½-inch inside diameter shall have a safety device at the source of supply to reduce air pressure in case of hose failure or tool disconnection.
7. Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.

5.26 Equipment – DI Water Test Cart

It is the contractors' responsibility to ensure that the Water Test cart is free of residual peroxide when performing leak checks.

The two acceptable methods are as follows:

1. Have a cleaning/ flushing water test cart procedure to be performed before every leak check
or
2. Have two water carts: the first dedicated to leak checks where peroxide is NEVER introduced and the second dedicated to the sanitization of the line.

Please Note: The TGMS sensors are cross-sensitive to peroxide. Every precaution is needed to ensure that peroxide is not released into the cleanroom because it has the potential of causing a false blue light evacuation.

5.27 Excavation and Trenches

1. Excavations include, but are not limited to, operations such as digging, drilling and trenching.
2. Excavation equipment and work shall comply with Federal, State and Local legal requirements including, but not limited to, OSHA 29 CFR 1926, Subparts M, O and P.
3. Excavation work shall be approved by and coordinated with the TC. An excavation permit may be required for excavation work within or outside of buildings.
4. Excavations below the base of footings of any foundation or retaining wall shall not be permitted without prior approval of NY CREATES Facilities Engineering.
5. Before starting any excavation work, the existence and location of underground pipes, electrical conductors, gas lines, etc. shall be determined. A sub-surface scan may be required prior to any digging along with NYS Dig Safe to establish any possible services in area. Contractors shall contact the TC to obtain any available existing drawing(s) as a guide to existing services underground.
6. Contractors shall wear/use PPE as appropriate for the work performed. Where exposed to public vehicular traffic, employees shall wear highly-visible garments. High-visible garments worn at night shall be of reflective material. Contractor shall provide signal people to direct traffic.
7. The sides of the excavation shall be protected against hazardous ground movement and:
 - a. excavations 5 feet or deeper, shall be shored, braced, sloped or benched to prevent any hazardous ground movement, or
 - b. excavations more than 20 feet deep, shall be shored, braced, sloped or benched as designed by a registered professional engineer.
8. Shoring or sheet piling shall be in compliance with Local, State and Federal standards.
9. When excavations are 4 feet deep or more, ladders, stairways, ramps or other safe means shall be located so that a worker does not need to travel more than 25 feet in any direction before being able to exit the excavation.

10. Dirt, debris and other material shall be stored and retained at least 2 feet from the edge of any excavation that personnel may enter.
11. If it is necessary to place or operate power shovels, derricks, trucks, material or other heavy objects at a level above and near an excavation, the side of the excavation shall be sheet piled, shored, and braced, as necessary, to resist the extra pressure due to such superimposed loads.
12. Any liquid entering excavations that require dewatering shall be removed in a manner approved by the TC.
13. Adequate barrier physical protection shall be provided at all excavations and trenches. In vehicular traffic areas, warning lights shall be placed next to excavations and trenches during evening and night hours to provide sufficient warning of danger.
14. Daily inspections of excavations, the adjacent areas, and protective systems, shall be made by the Contractor's competent person prior to the start of work and as needed throughout the shift. If evidence of possible cave-ins or other hazardous conditions are apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard personnel and to correct the situation.
15. Certain excavations may be considered confined spaces.
16. Bridges and walkways over excavations shall be in compliance with Federal, State and Local legal requirements including, but not limited to, OSHA 29 CFR 1910, Subpart D - "Walking-Working Surfaces" and/or 1926, Subpart M - "Fall Protection".
17. Bridges and walkways shall:
 - a. be free of splinters, protruding nails or other protrusions that might cause injury,
 - b. be designed by a competent person
18. Contractor must have a competent person assigned to all work.

5.28

Exhaust Systems

1. Any proposed work on exhaust systems shall be approved by submitting a Work Authorization Permit and obtaining approval by NY CREATES Facility System Engineer. Work shall be coordinated with the TC.
2. Exhaust systems work includes, but is not limited to:

- a. shutting off an exhaust system,
 - b. entering an exhaust plenum,
 - c. modifying exhaust flows and or static pressure,
 - d. blocking, puncturing or removing an exhaust system, and
 - e. interrupting electrical service to an exhaust system.
3. If photohelic exhaust set points are moved from their approved minimum and/or maximum position, they are to be returned to their proper position upon completion of work, or prior to leaving the work area. The **TC must** be informed if the work has altered the approved exhaust flow/static or velocity pressure. This includes work associated with balancing and testing systems, as well as all other exhaust systems work.
 4. All work shall be balanced by an approved balancer and all drops shall be labeled. Any out of spec conditions existing prior to or during work shall be documented and brought to the attention of the TC prior to completion of work for resolution.

5.29

Extension Cords

1. Ground Fault Circuit Interrupt (GFCI) devices are required for all construction areas & temporary wiring installations that are used during maintenance, remodeling or repair of buildings, structures, or equipment or during similar construction-like activities. This includes use of portable electric power tools with or without an extension cord.
2. GFCI should also be used in areas where, either permanent or portable GFCIs are required by the National Electric Code such as circuits serving outlets in damp, wet, outdoor locations and in any other locations where individuals using an electrical apparatus could become well grounded.
3. Extension cords shall:
 - a. be **listed and labeled by an OSHA National Recognized Testing Laboratory (NRTL) and** properly rated for the connected equipment **and intended usage**,
 - b. be factory-assembled with molded caps and plugs,
 - c. contain polarized caps and plugs and be equipped with an equipment-grounding conductor,

- d. not be fabricated using electrical boxes or duplex receptacles,
 - e. not be used if caps, plugs and outer jacket are damaged,
 - f. be used for temporary power only,
 - g. not be placed in a manner that could cause damage to the outer jacket or a trip hazard to personnel. Tape may be used to temporarily attach extension cords to surfaces,
 - h. be located with at least 7 feet of overhead clearance when placed over aisles and work areas,
 - i. not be used inside equipment for providing electrical power to components.
4. Extension cords or devices identified as Multi-Outlet Strips or Temporary Power Taps may not be used as a substitute for fixed wiring.
 5. Re-locatable Power Taps may be used in offices, labs and cleanroom areas to provide electrical power to equipment such as personal computers provided the combined load does not exceed the rating of the circuit and the taps are listed and equipped with circuit protection that does not exceed the rating of the power source.
 6. Temporary wiring must be de-energized when not in use.

5.30 Temporary Lights

1. Temporary lights must be equipped with guards to prevent accidental contact with the bulb unless the reflector construction is such that the bulb is deeply recessed.
2. Temporary lights must be protected by GFCI circuit.
3. Temporary lights must not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
4. Temporary lights shall be removed at the end of the project or as directed by the TC.

5.31 Hot Work (Welding, Cutting, Open Flame Work)

1. Contractor shall follow NY CREATES EHS-00029 SUNY Poly Hot Work Procedure and submit a Work Authorization Permit with a Daily Hot Work Permit EHS-00029-F1 included.

2. A [Daily Hot Work Permit](#) is required for any proposed use of [open flame of spark producing](#) equipment (e.g., welding, [cutting](#), brazing, [burning](#), grinding, soldering).
3. Permits shall be approved prior to the start of work and in accordance with the requirements set forth in 29 CFR 1910 Subpart Q-Welding, Cutting and Brazing.
4. A fire watch shall be assigned and present when such work is in progress and shall be posted for ½ hour after the work ends.
5. Contractors shall furnish their own fire extinguishers and inspect them, [as required](#).
6. Gas cylinders shall be placed far enough away from welding or cutting operations so that sparks, hot slag, or flames will not reach them; when such a location is impractical, fire resistant shields shall be provided.
7. Welding shields or screens shall be provided and used at all times. Shields or screens shall be of non-asbestos, fireproof material and placed to protect others from visual effects of cutting or welding.
8. Hot Work Operator shall inspect equipment prior to work and insure it is in proper working condition and that controls are in place in accordance to Hot Work Procedure.
9. Hot Work Operator shall evaluate the need for proper PPE for work being performed.
10. A copy of the [Daily](#) Hot Work Permit shall be retained and filed by the EHS Department; and a copy shall be posted in a visible location within the hot work area.
11. Regarding acetylene activities within cleanroom areas; validate via checklist during Pre-Task Planning (PTP) that a torch-strike is required, and then implement the following:
 - Pre-walk the route to identify any ambient sensors that may potentially be impacted.
 - Determine availability of snorkel exhaust. Use is mandatory when available.
 - Smoke Eaters required on PM Program and keep spare filters in stock.
 - Only strike the torch in an area away from the sensor. If it is not possible to strike away from the sensor, then the strike must be shielded.

- In the rare event that an issue is seen to have no obvious way to avoid, work with Operations to get a window of time to complete the work.

5.32 Heaters and Salamanders

1. Any proposed use of heaters or salamanders shall be approved by and coordinated with the TC.
2. A permit shall be obtained prior to using a heater or salamander.
3. Contractors shall furnish fire extinguishers, which are suitable for the type of work being performed.
4. Heaters and salamanders shall be:
 - a. Listed or labeled by a Nationally Recognized Testing Laboratory (NRTL) approved by OSHA.
 - b. located at least 10 feet from tarpaulins, canvas or similar coverings; these coverings shall be securely fastened to prevent ignition or upset of the heater due to wind action from the covering or other material,
 - c. guarded from pedestrian or vehicular traffic to prevent them from being overturned,
 - d. refueled outdoors, and
 - e. operated only after obtaining a Daily Hot Work Permit from the TC.

5.33 Internal Combustion Engines

1. Any proposed use of gasoline, liquid propane (LP) gas, or any other type of internal combustion engines inside buildings or on roofs shall be approved by and coordinated with the TC.
2. Contractors shall not operate internal combustion engines near building air intakes where fumes could be carried into heating, ventilation and air conditioning (HVAC) systems.
3. If LP gas engines are to be used inside the building, they shall be equipped with oxy-catalyst exhaust purifiers.
4. Contractors shall notify the TC before bringing any gasoline or fuel tanks onto the work site and must have double containment.

5. Fuel shall be stored in approved containers. Storage on a roof is limited to 1 gallon and must have provisions for double containment.
6. Proper emergency equipment shall be available near fuel storage areas.

5.34

Ladders

1. Contractor shall review [NY CREATES EHS-00050](#) General Guidelines for Handling, Storage and Maintenance of Ladders prior to ladder usage on [NY CREATES Albany](#) site.
2. The design and use of ladders shall comply with all Federal, State and Local legal requirements, including but not limited to, the applicable portions of OSHA 29 CFR 1910.23 and/or 1926.1053.
3. Ladders shall be constructed of fiberglass material. Aluminum or wood ladders are not permitted and shall not be used on the [NY CREATES Albany](#) site.
4. Ladders shall not have: cracks, loose, missing or bent steps, broken, frayed or worn ropes, missing or damaged safety feet, inoperable extension devices. Defective ladders shall not be used.
5. Ladders shall not be placed in front of doors or door openings unless the door is blocked open, locked or guarded by a responsible person.
6. Two traffic cones to prevent hazards must accompany ladders used in hallways.
7. Ladders shall be secured to keep them from shifting, slipping, being knocked over or blown over by the wind.
8. Straight or extension ladders used to access roofs/platforms shall extend past the support at least 3 feet.
9. Extension ladders shall not be separated because this eliminates the safety feet from one section and can cause damage to pulleys and latches on extension section.
10. A stepladder shall not be used as a straight ladder.
11. The top and the step before the top of an ordinary stepladder shall not be used as steps.
12. [When ascending or descending a ladder, the user must face the ladder and maintain three points of contact with the ladder.](#) When material

must be handled, it shall be raised or lowered in a safe manner to prevent dropping.

13. Ladders shall be taken down, stowed and secured at the end of each workday.

5.35 **Material Unloading**

1. The movement of materials, tools and equipment shall be approved by the **TC**.
2. Contractor supervisors shall monitor the movement of materials in or out of **NY CREATES / SUNY Poly Albany or Kiernan Plaza** buildings and/or on or **off NY CREATES/ SUNY Poly Albany or Kiernan Plaza** property, by Contractor personnel.
3. Contractors may be requested by **NY CREATES** Security to produce appropriate authorization when transporting materials on or off the site.
4. Contractors using **NY CREATES / SUNY Poly Albany or Kiernan Plaza** docks to load or unload materials shall comply with the following:
 - a. vehicle engine shall be turned off.
 - b. rear wheels on both sides of the vehicle shall be chocked.
 - c. vehicles shall not be left unattended at the dock.
5. Care shall be taken when moving materials to ensure that people are not injured and that walls, ceilings and doors are not damaged. Damage will be back-charged to the Contractor.
6. To maintain emergency egress requirements; carts, tools, materials and equipment shall not be left in aisles or blocking fire doors.
7. Contractors shall use the following **cautionary** measures when moving materials:
 - a. piping, conduit, ladders, etc. more than 10 feet long shall be carried by at least two persons, each supporting one end of the material to be transported,
 - b. caution signs or signal people may be required at corridor intersections to alert personnel, and
 - c. floor tile load rating shall not be exceeded.

8. Contractor shall remove any boxes, cardboard or crates associated with installation of equipment or supplies that same day to dumpsters. Do not store any boxes or crates in aisles or rooms without TC approval.

5.36 Work at Elevations

1. Provisions must be made to ensure workers are not at risk of falling from elevated work area. An elevated work area is an area where an employee may potentially fall 6 feet or more (OSHA 29 CFR 1926 Subpart M- Fall Protection Construction or 4 feet or more to a lower level (OSHA General Industry 29 CFR 1910.28 'Duty to have fall protection and falling object protection')

5.37 Openings in Floors, Roofs and Walls

1. Openings made in floors, roofs and walls shall be approved by the TC.
2. All floor and roof openings shall comply with Federal, State and Local legal requirements including, but not limited to, OSHA 29 CFR 1910, Subpart D - "Walking-Working Surfaces" and/or OSHA 29 CFR 1926, Subpart M - "Floor and Wall Openings." To prevent individuals from falling to a lower level.
3. Floor and roof openings (including raised floor tiles(s)) shall be guarded so that no one can step into or fall in or fall through the opening.
4. Openings shall be guarded by one of the following:
 - a. a cover of standard strength and construction that is secured to prevent movement from the opening.
 - b. A Guardrail system (e.g., a barrier with a top-rail at least 39 inches in height above the walking-work surface, capable of supporting a force of 200 pounds, a mid-rail set halfway between the top-rail and the walking-working surface capable of withstanding a force of 150 pounds, a self-closing gate at the entranceway, a toe-board that is 3.5 inches vertical height) that is secure.
 - c. Wall openings which pose a hazard because of the location shall also be guarded as defined above.
5. Open-sided floor, above the adjacent floor or ground level, shall be guarded by a guardrail system. When a guardrail is not provided, the Contractor must provide a personal fall arrest system in compliance with OSHA 29CFR1926 and 1910.

6. Penetrations through floors, walls, ceilings and roofs for conduit, piping, and ductwork shall be restored/sealed using appropriate construction materials and methods that maintain the designated fire rating. The Contractor that made the penetrations is responsible for the restorations that meet the standards.

5.38 Overhead Work

1. Overhead work may not be conducted in such a manner that it creates the possibility of a falling object striking a person below.
2. Contractors shall not work above hung ceilings over occupied offices or areas. Area below ceiling shall be vacated prior to start of work.
3. Contractors performing overhead repairs and/or construction activity from ladders or other lifting aids shall use barricades, cones, caution tape, signs and/or other alerting techniques to warn people of the potential hazard.
4. Contractors shall wear hard hats when they work in areas or perform operations where there is a potential for head injury.

5.39 Roofs and Elevated Work Surfaces

1. Access to the roof of any building owned or leased by NY CREATES / SUNY Poly Albany and Kiernan Plaza and other elevated work areas shall be approved by and coordinated with the TC.
2. Contractors shall follow the site procedure(s) for roof access. Provide your cell phone number to NY CREATES Security and have them unlock door to roof. Each day contractors are to notify Security upon completion of work and are no longer on the roof.
3. Unless specifically required by the scope of work, Contractors shall not access or work on a roof or elevated work area if weather is a hazard or where the roof is damaged and presents a hazard.
4. When the scope of work requires Contractors to work on a sloped roof or within 10 feet of an unprotected roof edge, platform or other elevated work area, they shall utilize anchorage and fall protection equipment. Contractor shall comply with all Federal, State and Local regulations including, but not limited to, OSHA 29 CFR 1910 and 1926 fall protection regulations.
5. Contractors shall protect the roof surface from damage by personnel, equipment or materials.

6. Contractors shall hoist material and equipment to and from roofs and elevated work areas in conformance with Federal, State and Local regulations.
7. Contractor shall not overload roof with equipment and/or material. TC shall approve roof loading prior to start of work.
8. Contractor shall remove all equipment, tools, packaging, and debris at end of each day. **Materials must be disposed** of in proper dumpsters.
9. All exposed lightning rods below elevated workers or situated within ten feet of work that could expose a worker to an impalement hazard, must be temporarily removed or covered by a suitable protective device before any work commences. The rods must then be uncovered or replaced at the end of each day, or when work stops due to anticipated inclement weather.

5.40

Scaffolding

1. Any proposed use **and construction** of scaffolding shall be approved by and coordinated with EHS and the TC.
2. The use and construction of scaffolding shall comply with Federal, State and Local legal requirements, including but not limited to, **EHS-00074 Scaffolding Procedures**, OSHA 29 CFR 1910.27 and/or 1926 **Subpart L –Scaffolds**.
3. **The erection and dismantling** of scaffolds shall be performed under the **supervision and direction of the contractor's competent person**.
4. **Anchorage and bracing must be provided so that scaffolds are prevented from swaying, tipping or collapsing**.
5. Scaffolds and their parts shall be sound and capable of supporting 4 times their maximum intended loads.
6. The footings for scaffolds shall be sound and capable of carrying 4 times the maximum intended load.
7. Unstable objects shall not be used to support scaffolds or planks.
8. Wheeled scaffolds shall have lockable wheels that are locked whenever employees are on the scaffold.
9. A safe **and unobstructed means of access, such as a walkway, stair, or ladder must be provided to and from all scaffold platforms**.

10. Guardrails, guardrail screens, toe-boards and outriggers shall be used when required.
11. Where fall protection is required and a standard guardrail system is not provided, a personal fall arrest system must be used.
12. Platform planking must be scaffold grade or equivalent, and be secured to prevent movement.
13. Each person on a suspended scaffold must be equipped with a fall protection system using attached points that are separate from the scaffold attachment points. Anchorage points for fall arrest systems must be a minimum 0.5 inch nylon, or equivalent, with a maximum length to allow for a fall of no greater than 6 feet, and secured independently from the scaffold.
14. Welding, burning or open flame work shall not be performed on scaffolds that are suspended by fiber or synthetic rope.

6 EMERGENCY SITUATIONS

In the event of fires, accidents, chemical spills, or other emergencies:

1. Evacuate to a safe area then immediately notify Security call 78600 from a NY CREATES / SUNY Poly Albany internal phone or (518) 437-8600 from an outside line or cell phone. At Kiernan Plaza, call 911.
2. Provide the type of the emergency, your name, phone number, and building column, floor or outdoor location.
3. Stay on the line to answer questions and get information about what to do until help arrives.

6.1 Accidents and Injuries

1. The Contractor needs to notify NY CREATES Albany Security at 78600 from a NY CREATES / SUNY Poly Albany internal phone or cell phone (518) 437-8600 from outside line for medical or other emergencies. NY CREATES Security will make notification to emergency response personnel and assist responding agencies to the exact location. NY CREATES Security will also initiate the ERT response at the Albany Site. At Kiernan Plaza call 911.
2. Notify the TC of any property damage that occurs while at the NY CREATES / SUNY Poly Albany or Kiernan Plaza sites.

3. Submit the [Contractor Company's incident](#) investigation report to [NYCREATES](#) EHS and the TC within 3 working days after the date of the incident including corrective actions to prevent a recurrence.
4. Maintain OSHA 300 Records and have them available for submission to [NY CREATES](#) upon request.
5. The Contractor will notify (or request that [NY CREATES](#) Security notify) the [NY CREATES](#) EHS department immediately following any on-site, work-related [severe injury or illness resulting in, inpatient hospitalization, amputation, loss of an eye, loss of consciousness or fatality](#) to its employees.

6.2 Bloodborne Pathogens

1. Contractor shall review and follow [NY CREATES EHS-00012](#) Bloodborne Pathogen Exposure Control Plan.
2. Contractors with exposure to bloodborne pathogens or other potentially infectious material (OPIM) shall comply with OSHA 29CFR 1910.1030.
3. Contractors will follow accepted work practices and use [PPE](#) as appropriate for job tasks.
4. Contractors will not handle equipment, containers or bags labeled and/or color coded as biohazards unless specifically authorized to.
5. Contractors will report all first aid incidents involving the presence of blood or OPIM to their supervisor [and the location's emergency telephone number](#). Trained personnel will perform decontamination of the area. Contractors shall ensure timely evaluation and management of all first aid providers who rendered assistance in order to determine whether or not an "exposure incident" occurred as defined by the standard.
6. Contractors will notify the TC and [NY CREATES](#) EHS of any contract employee having or suspected to have active TB. Arrangements are made by [NY CREATES](#), with assistance from the contract company, for the Public Health Department (PHD) representative to tour the work area. The Contractor's company and the PHD shall make arrangements for testing and follow-up of contract employees, which have been determined to be at risk.

6.3 Emergency Alarms

1. If the fire alarm [and white](#) strobes start to flash and an audible fire alarm sounds or an announcement to evacuate the building is made,

evacuate through the nearest exit and report to designated Rally Point for the area you are in.

2. If the Blue TGMS Alarm lights start to flash and an audible alarm sounds, immediately leave the affected area and report to the appropriate rotunda.
3. Remain at the Rally Point or TGMS refuge area until an "All Clear" is given by a member of the Emergency Response Team.
4. Contractor supervisors shall account for all their employees and let the TC know of their status.

6.4 Emergency Equipment

1. The contractor shall provide emergency and safety equipment required to do the job they are working on, including but not limited to, PPE (e.g., hard hats, safety glasses, gloves, Tyvek coveralls), fire extinguishers for hot work, air monitoring equipment, fans, emergency and rescue equipment for confined space entry.
2. Obtain approval from the TC and have an approved Fire Protection System Daily Permit (**CFM-00005-F1**) prior to work on fire alarm systems, and sprinkler systems.
3. Obtain approval from the TC prior to work on hose stations, emergency eyewash/showers, and fire extinguishers.
4. Do not use fire hydrants for a source of water because they are for emergency use only.

6.5 Fire Prevention

1. NY CREATES fire equipment shall not be used, moved, blocked or otherwise disabled unless approved by and coordinated with the TC.
2. Provide fire suppression equipment and trained personnel to use it when conducting hot work.
3. No combustible material shall be stored outdoors within 10 feet of a building or structure.

7 SPECIAL HAZARDS

7.1 Lead Safety

1. Construction and renovation activities involving the disturbance of lead-containing materials or settled lead dust may be hazardous if appropriate work practices are not followed. Examples of potential lead-containing materials include, but are not limited to, paint and primer coatings, noise and vibration dampers, radiation-shielding materials, and Terne sheet metal.
2. Contractors are responsible for evaluating and controlling their employees' occupational exposure to lead. Contractors shall not remove, handle or otherwise disturb lead or material suspected of containing lead without the approval of and coordination with the TC.
3. Prior to work on painted surfaces, Contractors shall contact the TC to request sampling and analysis of paint and/or primer coatings for determination of their lead content. When feasible, lead-based paint and primer coatings shall be removed manually with the aid of NY CREATES approved wetting agents and solvents prior to work on substrate materials. Aggressive removal techniques may only be used when manual removal methods are ineffective. In such instances, the specific work practices and engineering controls to be employed shall be submitted to the TC prior to the start of work. Examples of aggressive removal techniques include, but are not limited to: abrasive blasting, burning, grinding, heat-gun application, mechanical chipping, scraping or sanding, and power washing.
4. Lead bricks and sheeting used for noise reduction, vibration dampening, and radiation shielding may only be removed or handled with prior authorization from the TC.
5. Contractors shall not use lead-containing mortar, paint, or primer on construction or renovation projects. Use of lead-containing solders on water pipes is also prohibited.
6. All work involving the handling of lead-containing materials shall be conducted in accordance with all applicable Federal, State and Local regulatory requirements including, but not limited to, the OSHA standards for lead, OSHA 29 CFR 1910.1025 and 29 CFR 1926.62.

8 POWER VEHICLES

8.1 Motor Vehicles

1. Contractors shall obey New York State DOT and [NY CREATES / SUNY Poly and Kiernan Plaza](#) traffic regulations, as well as, posted speed limits while operating a motor vehicle on [NY CREATES / SUNY Poly or Kiernan Plaza](#) property.
2. Contractor shall review [NY CREATES ANT-00003 NY CREATES Parking Rules and Regulations Policy](#)
3. [NY CREATES / SUNY Poly Albany](#) Parking Rules and Regulations are available at the [NY CREATES](#) Security desk located in the NFE rotunda.
4. Contractors shall yield the right-of-way to pedestrians and emergency response vehicles.
5. Contractors shall park their vehicles in designated parking areas only.
6. Contractors shall not park in restricted, reserved, or visitor's parking spaces.
7. Contractor vehicles and equipment shall not block exits, walkways, roads, loading areas, fire hydrants or emergency equipment.
8. Contractors shall not perform maintenance or repairs to vehicles, equipment, engines, transmissions or other fluid-containing systems on the [NY CREATES / SUNY Poly Albany or Kiernan Plaza](#) sites unless specifically authorized to do so by the TC and [NY CREATES EHS](#).
9. Contractors shall turn vehicle engines off when parked to reduce the probability that engine exhaust will be drawn into building ventilation systems.
10. Contractors and flag persons shall wear [high visibility](#) garments when exposed to public vehicular traffic. Warning garments worn at night shall be of reflective material.

8.2 Powered Industrial Vehicles

1. Contractor shall review [NY CREATES EHS-00035 Powered Industrial Vehicles, Non-Motorized Hand Trucks and Pallet Jacks Procedure](#) prior to use of powered industrial vehicles on [NY CREATES / SUNY Poly Albany or Kiernan Plaza](#) sites.

2. Any proposed use of powered industrial vehicles (e.g., fork trucks, platform lifts, motorized hand trucks, burden carriers) shall be approved by and coordinated with the TC.
3. Powered industrial vehicles and their use shall comply with Federal, State and Local legal requirements including, but not limited to, OSHA 29 CFR 1910.178 - "Powered Industrial Trucks" and 1926.602 – "Material Handling Equipment"
4. Powered industrial vehicles shall be maintained in good working order with no modifications, missing guards, or leaking fluids.
5. If Powered industrial vehicle, [fork truck or material lifts are](#) equipped with seat belts, they must be worn.
6. Powered industrial vehicle operators shall be trained and qualified to operate the vehicle in accordance with OSHA 29 CFR 1910.178.
7. Contractors shall supply the [TC](#) information on the operator's training and the powered industrial vehicle's inspection, preventive maintenance and safeness records.
8. Powered industrial vehicles and any associated attachments or rigging equipment shall be inspected each day prior to use. Defective equipment shall be taken out of service.
9. Contractors shall not use [NY CREATES / SUNY Poly](#) power vehicles unless appropriate contractual provisions exist between [NY CREATES / SUNY Poly](#) and the Contractor.
10. Operators of powered industrial vehicles shall carry their operator's license with them at all times.

8.3 Cranes and Hoists

1. Contractor shall review and follow [NY CREATES EHS-00067](#) Cranes, Hoist, Lift and [Sling Procedure](#) prior to use on [NY CREATES / SUNY Poly or Kiernan Plaza sites](#).
2. Contractor shall review and follow [EHS-00040 Crane Work Permit Procedure](#) and fill out a "NY CREATES Crane Work Permit" ([EHS-00040-F1](#)) prior to use on site.
3. The construction, inspection, operation and maintenance of hoists and cranes shall comply with Federal, State and Local legal requirements including, but not limited to, the following:

- a. OSHA 29 CFR 1910, Subpart N - "Materials Handling and Storage"
 - b. OSHA 29 CFR 1926, Subpart N - "Cranes, Derricks, Hoists, Elevators and Conveyors."
 - c. OSHA 29 CFR 1926, Subpart CC – "Cranes and Derricks in Construction"
4. Cranes and hoisting equipment are powered or manually operated devices used to lift, or to lift and transport suspended loads. Special precautions are necessary to control hazards associated with hoisting operations.
 5. Hoisting equipment includes, but is not limited to, hoists, cranes, slings, shackles, grabs, beams, gantries and lifting bars.
 6. Any proposed use of cranes and hoisting equipment shall be approved by and coordinated with the TC. In addition, the NY CREATES EHS department shall be notified before mobile cranes, tower cranes and derricks are used.
 7. Contractors shall not use NY CREATES / SUNY Poly hoisting equipment nor attach their hoisting equipment to NY CREATES / SUNY Poly property unless the attachment point is rated to withstand the load and is specifically authorized by the TC.
 8. Hoisting equipment shall be designed, built and rated to withstand the applied load. The equipment shall be prominently marked with the rated load.
 9. Daily inspections shall be performed on hoisting equipment before it is used.
 10. Defective equipment shall be taken out of service and tagged.
 11. Operators shall be trained in the operation and safe use of hoisting equipment.
 12. Load hooks shall be swivel-type and self-tracing.
 13. Hoisting equipment shall not be used to lift people unless it is designed and approved for that purpose.
 14. The area or building section within the swing radius shall be barricaded or otherwise guarded to prevent people from entering.

15. Personnel shall be kept clear of suspended loads and loads about to be lifted.
16. Hoisting equipment shall be removed from the site or otherwise secured when it is not being operated.
17. Cranes shall have evidence of an annual inspection.
18. A thorough inspection shall be performed on the crane after it has been placed/erected, but before the lifting of the boom. Each day a written inspection checklist shall be completed by the Contractor, and remain on the vehicle during operation.
19. All operators shall be licensed by the State of New York for the type of equipment they are operating, (e.g., crane operator, boom truck operator, crane operator restricted to cherry picker type hydraulic cranes, etc.). This shall include any vehicle with a reach capability of 40' or more, or a lift capacity of 5 tons or greater. The operator of these vehicles must have a current New York State crane license. All certifications and licenses shall be provided to the TC at least two days before the work starts.
20. Cranes shall not be operated in [adverse weather conditions](#) (e.g., lightning, high winds, storms, heavy rains, poor visibility) and:
 - a. the Contractor shall supply trained signal people, where necessary,
 - b. cranes shall not be operated within 50 feet of overhead electrical power lines without approval of the TC,
 - c. the requirements of OSHA 29 CFR 1910.333(c)(3) and/or 1926.416 shall be strictly followed when working near overhead electrical power lines.

8.4 **Mobile Lifts, [Aerial Lifts](#), and Work Platforms**

1. Mobile work platforms ([e.g., aerial lifts](#)) and their use shall comply with Federal, State and Local legal requirements including, but not limited to, OSHA 29 CFR 1926.453, 1926.556 and ANSI A92.3/A92.6.
2. Any proposed use of mobile work platforms, (e.g., aerial lifts, elevating aerial platforms, elevating work platforms, rolling mobile scaffolds, vertical lifts) shall be approved by and coordinated with the TC.

3. Mobile work platforms shall:
 - a. have emergency stop devices located at both the upper and lower control stations that will deactivate all powered functions,
 - b. have a self-propelled platform, equipped with passive brakes which shall hold the unit on any slope it is capable of climbing,
 - c. have a platform with a method to prevent free descent in case of hydraulic, pneumatic, electrical or electromechanical failure,
 - d. have a power-elevated platform with a clearly identified means for emergency lowering that is readily accessible from ground level,
 - e. have hydraulic or pneumatic actuated outriggers or stabilizers that shall not retract in the event of a system failure,
 - f. have a platform with a 42-inch high top railing, an intermediate railing, a toe-board and a chain or self-closing gate at the platform entrance,
 - g. have a slip-resistant platform deck surface,
 - h. have a clearly indicated platform load capacity,
 - i. not be moved in elevated position if the ground/floor surface has holes or irregular surfaces which could cause the platform to become unstable or tip over.
4. Contractors shall comply with the following when using mobile work platforms:
 - a. only trained and authorized personnel shall be permitted to operate the platform,
 - b. no more than two persons are allowed on the platform,
 - c. the platform entrance chain or self-closing gate shall be closed before the platform is raised, lowered, moved or used,
 - d. employees shall always stand firmly on the floor of the platform and never sit, stand or climb on the rails or use planks, ladders or other devices on the platform,
 - e. employees shall wear fall protection when working from platforms including those that have articulating arms (e.g., bucket trucks, aerial lifts),

- f. safety cones shall be placed around the platform to alert personnel of potential hazards,
 - g. the platform shall not be raised to a height that exceeds four times the width of the base unless outriggers are extended,
 - h. prior to use each day, the platform shall be inspected for defects and properly operating controls.
5. The platform deck shall be kept clear of tripping hazards and slippery substances.

9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors shall comply with the requirements of OSHA standards (e.g., 1920 Subpart I – Personal Protective Equipment) which apply to performance of hazard assessments, employee training, selection, supply, use, care, limitations, storage and disposal of PPE. Contractors are responsible for assessing the hazards, determining the necessary PPE providing and ensuring that PPE is available, properly used and properly maintained. Time lost while obtaining the necessary PPE will be at the Contractor's expense. Contractors shall consult the SDS for additional PPE requirements when working with or around hazardous materials. Contractors shall comply with PPE requirements pertaining to the NY CREATES / SUNY Poly or Kiernan Plaza equipment and areas involved in the scope of work. PPE equipment shall be kept in good condition and replaced immediately, if damaged.

9.1 Eye and Face Protection

1. Comply with OSHA 29 CFR 1910.133 and 1926.102 eye and face protection requirements.
2. Wear eye and face protection that meets the performance requirements of ANSI Z87.1 and is labeled as such.
3. Wear eye and face protection when machines or operations present potential eye or face hazards.
4. Use eye protection that provides side protection when there is a hazard from flying objects.
5. Use goggles and a face shield together when there is the possibility of a chemical splash to the face and eyes.
6. Use the proper lens shade when welding, cutting, brazing or conducting other hot work operations.

7. Use the proper lens shade when working around exposed laser beams with the optical density (OD) adequate for the laser energy involved.

9.2 Fall Protection

1. Comply with OSHA 29 CFR 1926, subpart M - Fall Protection, and [OSHA 29 CFR 1910.28, 1910.29, 1910.30 and 1910.140 requirements](#).
2. Use [personal fall protection systems](#) where workers are exposed to a fall [which is 6 feet or greater \(OSHA Construction Standards\) or 4 feet or greater \(OSHA General Industry Standards\)](#), except where [guardrail systems](#) are provided on the exposed sides.
3. Use anchorage, connectors, body harness, [retractable lanyard](#), lanyard, deceleration device, lifeline, or suitable combinations of these.
4. Secure lifelines, lanyards [and deceleration devices to proper anchorage points](#).
5. [Do NOT](#) secure lifelines or lanyards to sprinkler systems or utility piping.
6. [Do NOT](#) use a body belt for fall arrest.

9.3 Foot Protection

1. [Comply with OSHA 29 CFR 1910.136 foot protection requirements](#).
2. [Use protective footwear when working in area where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use, or protective footwear will protect the affected employee from electrical hazard](#).

9.4 Head Protection

1. [Comply with OSHA 29 CFR 1926.100 and 1910.135 head protection requirements](#).
2. Wear hard hats in areas where there is a possible danger of head injury from bump, impact, flying or falling objects, electrical shock or burns and where [required](#) by signage.

9.5 Hand Protection

1. [Comply with OSHA 29 CFR 1910.138 hand protection requirements](#).
2. [Use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances;](#)

sever cuts of lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

9.6 Hearing Protection

1. Wear appropriate [hearing](#) protection in high noise level areas (e.g., generator rooms, fan rooms, boiler rooms) to reduce noise exposure levels as required by OSHA 29 CFR 1910.95 and 1926.52.

9.7 Respiratory Protection

1. Use respirators [in compliance](#) with OSHA 29 CFR 1910.134.
2. Consider alternatives, such as substituting less hazardous materials and the use of temporary ventilation, BEFORE requiring respiratory protection.

9.8 Electrical Protective Equipment

1. Contractors shall ensure that rubber insulation blankets, rubber insulation matting, rubber insulating covers, rubber insulating line hose, rubber insulating gloves, and rubber insulating sleeves comply with OSHA design requirements in 1926.97 and 1910.137 standards.

10 LASER, RADIATION SOURCES, AND EQUIPMENT

10.1 Lasers

1. Contractor shall review and understand [NY CREATES EHS-00048](#) Policy for Laser Safety prior to using mobile lasers or laser products at [NY CREATES / SUNY Poly Albany or Kiernan Plaza](#) sites.
2. Lasers are capable of producing injuries to the eye and skin.
3. Laser equipment shall be operated in compliance with ANSI Z136.1 and NY State Industrial Code Rule 50.
4. [Class 2, 3, and 4](#) Lasers shall not be brought on site without prior approval from the TC and [NY CREATES](#) Laser Safety Officer (LSO).
5. Laser products shall comply with applicable Federal, State and Local regulations.
6. Lasers shall be certified with the Food and Drug Administration-Center for Devices and Radiological Health.

7. [Class 2, 3, and 4](#) Lasers shall not be used overnight without prior approval from the TC and LSO.
8. The following information shall be submitted to the TC [and LSO](#) prior to using mobile lasers or laser products:
 - a. a copy of a valid certificate of competence issued by the State of New York Department of Labor (NYSDOL) for each employee operating mobile laser equipment. The category of certification must be appropriate for the intensity of the laser used. (Refer to Industrial Code Rule 50 for information on NYSDOL certification requirements.),
 - b. a copy of the Contractor's procedures for safe operation of laser equipment, and
 - c. the hazard class, wavelength and output characteristics of each laser.
9. During laser operation, access shall be restricted to authorized personnel, the area shielded and protective equipment used.
10. An appropriate warning sign shall be posted at the entrances to the work area.

10.2 **Radiation Equipment**

1. Contractor shall review and understand [NY CREATES EHS-00066](#) Radiation Safety Program prior to working with radiation sources or equipment at [NY CREATES / SUNY Poly Albany or Kiernan Plaza](#) sites.
2. Radiation generating equipment includes any source or equipment that produces ionizing or non-ionizing radiation such as x-ray equipment, radioactive materials, radio frequency (RF) sources, ultraviolet (UV) sources, infrared (IR) sources, and magnetic field sources.
3. DO NOT bring any radioactive [materials](#) or radiation-producing [devices](#) onto the site without prior approval from the TC, and the TC must first obtain permission from the [NY CREATES](#) EHS Radiation Safety Officer (RSO) at least one (1) week prior to the [equipment/material's](#) arrival on site.
4. Radiation sources and equipment shall not be used without the approval of the TC and RSO.
5. Contractors shall follow all Federal, State and Local legal requirements.

6. Contractors shall obtain any licenses or permits necessary to **use** radiation sources or **operate** equipment. A copy of the license and the Contractor's safe operating procedures shall be presented to the TC and RSO at least 1 week before work starts.
7. Contractors shall provide radiation safety monitoring equipment as required by law. This monitoring equipment shall have been calibrated within the last year. Proof of calibration and necessary training of Contractor's employees must be submitted to the RSO at least one (1) week prior to work commencing.
8. Contractors are responsible for erecting and maintaining the required warning signs and isolation barriers.
9. Radiation sources shall not be left unattended during use.
10. If work involves maintenance, modification or removal of shielding on a radiation producing device located at **NY CREATES / SUNY Poly or Kiernan Plaza**, radiation surveys must be performed **by the RSO** after the work is complete.

10.3

Radiographic Testing

1. Contractors shall notify the TC and Radiation Safety Officer (RSO) at least 1 week before any planned radiographic testing.
2. The TC will notify the SUNY Poly EHS Radiation Safety Officer (RSO) at least 1 week prior to scheduling any radiographic testing. No radiographic testing will occur without the agreement of the TC and RSO.
3. Contractors shall:
 - a. have a current license issued by the state of New York or the Nuclear Regulatory Commission,
 - b. meet all requirements of New York State Industrial Code Rule 38,
 - c. have all ionizing radiation sources used for testing approved by the Radiation Safety Officer (RSO),
 - d. provide copies of their operational and source emergency procedures, source decay curves and Isodose line charts,
 - e. have appropriate calibrated radiation monitoring equipment available during testing,

- f. erect appropriate warning signs and isolation barriers at a distance from the radiographic testing source where the exposure rate will not exceed 2 milliRoentgens per hour, and
- g. not leave radiation sources unattended or overnight on [NY CREATES/ SUNY Poly or Kiernan Plaza](#) property.

11 WASTE DISPOSAL

11.1 Waste Handling

Contractors shall:

1. Reduce the amount of waste that is generated, re-use materials with the concurrence of the TC, and segregate waste materials for recycling and disposal.
2. Properly transport, store, handle and contain waste to prevent spills, leakage, discharge or release to the environment.
3. Not discharge or dispose of waste into a storm, sewer, industrial or sanitary drain, sink, restroom, trench, trash, dumpster, ditch, stream or body of water, etc. [unless authorized to do so by NY CREATES EHS](#).
4. Dispose of waste materials according to directions by the TC and the documentation the TC provides (such as contractor chemical authorizations).

11.2 Chemical Waste

1. Contractors shall review and follow [NY CREATES EHS-00009](#) Hazardous Waste Management.
2. Chemical waste includes, but is not limited to: acids /bases, asbestos or asbestos-containing materials, batteries, caulk, caustics, cement/glue or sealant, chemicals, cleaning products, contaminated pipes/ exhaust hoods/ducts/tanks, floor tile, insecticide, laboratory equipment, fluorescent light, ballasts/lamps, oils and fuels, paint & coatings, refrigerants, smoke detectors, and solvents.
3. Contractors shall inform the TC of any chemical waste generated as a result of the performance of their work. Waste includes empty containers depleted at the work site.
4. The Contractor shall remove all hazardous material that they brought on [NY CREATES / SUNY Poly and Kiernan Plaza](#) sites and they shall label

and dispose of the waste in accordance with all Federal, State, Local and [NY CREATES](#) requirements.

5. Hazardous waste that is generated because of the work that is performed on [NY CREATES / SUNY Poly or Kiernan Plaza](#) sites shall not be removed from the site by Contractors.
6. It is the responsibility of the hazardous gas and chemical handling firm (contracted by [NY CREATES](#)) to collect the hazardous waste generated at the point of generation (e.g., labs, cleanrooms, equipment rooms, etc.) and transport them to the appropriate permitted hazardous waste storage locations.

11.3 **Solid and Recyclable Waste**

1. Solid waste includes, but is not limited to the following materials (when not contaminated with chemical waste): bottles and cans, cardboard, construction debris, metals, pallets, paper, scrap furniture, and wire.
2. Contractors shall review and follow [NY CREATES EHS-00009](#) Hazardous Waste Management.

11.4 **Wastes Associated with New Construction**

1. Contractors must inform the TC of any chemical wastes generated as a result of a new construction and the TC, contractor, and any other necessary personnel (i.e., [NY CREATES EHS](#)) will determine who is responsible for the proper disposal of the wastes generated.

12 **STORMWATER PROTECTION**

12.1 **IMPORTANT:** Contractors shall abide by the requirements and conditions of [NY CREATES' EHS-00086](#) Stormwater Pollution Prevention Policy, and comply with applicable requirements of the New York State Pollutant Discharge Elimination System (NY SPDES) general permit for stormwater discharge from the [NY CREATES / SUNY Poly Albany Campus](#).

12.2 **Good Housekeeping and Protecting Stormwater Systems**

1. Do not litter or empty trash in parking lots or areas that are exposed to stormwater.
2. Collect debris from sweeping in the work area. Properly dispose of unwanted materials in waste collection containers.
3. No dumping or disposal of oil or any chemicals on the ground, in storm drains, ditches, or waterways.

4. Beware and protect nearby stormwater intake drains while performing daily tasks on campus.
5. Have spill-cleanup materials readily available by the work area while using chemicals outdoors.
6. Clean-up spillage and chemical residues immediately while performing tasks on campus.
7. No outdoor chemical staging is allowed without NY CREATES EHS approval.