

# BYU CONTRACTOR SAFETY ORIENTATION

RISK MANAGEMENT AND SAFETY

o8/25, Rev. 7

## INTRODUCTION



Welcome to Brigham Young University! Please take time to review this documents, as it will introduce you to the University's safety expectations, behavioral expectations (Honor Code), some unique campus hazards, and emergency procedures.

## ENVIRONMENTAL, HEALTH, AND SAFETY EXPECTATIONS



For each project, the Contractor has the primary and ultimate responsibility for safety. However, the Utah Occupational Health and Safety Act still requires Brigham Young University to protect these workers while they work on University property.

Also, environmental laws stipulate that Brigham Young University is responsible for enforcing environmental requirements with contractors as well as with University employees.

It is therefore the University's responsibility to select, hire, and work with only competent contractors who share the University's views and standards on environment, health, and safety.

## CONTRACTOR HEALTH AND SAFETY PLAN REQUIREMENTS

BYU requires that contractors comply with applicable provisions of federal, state, and municipal safety laws, and building codes.

**BYU also requires Contractors to develop and administer plans (e.g. a Health and Safety Plan, HSP) for safety, fire prevention, and other environmental, health, and safety issues on a project.**

Each plan shall outline the policies, processes, instruction, and documentation that will serve to establish the culture of safety and understanding for all tiers involved on the project. BYU has the right, but not the obligation, to review and comment on any such plan and any amendments to a plan. Contractors should perform work that is consistent with their HSPs.

Some Contractors may be asked to view specific BYU online safety trainings. Contact Risk Management at 801-422-4896 to be enrolled in a training.

## SUPPLEMENTAL FORMS

Several documents are available as part of this orientation to aid contractors in fulfilling the requirements of their HSP. They are for informational purposes only, and are not to supersede the requirements set forth in the Contractor's HSP. They are:

- Training Matrix: Aids in the determination of required safety trainings
- Job Hazard Analysis Form (Basic and In-Depth): Helps to identify potential hazards, and develop mitigations for each work activity or task

Note that documentation of work, monitoring, or permitting (e.g. Confined Space permit) should be accomplished using the Contractor's forms. The exception to this is the BYU Hot Work Permit, which must be submitted online by the BYU Project Manager.

## BRIGHAM YOUNG UNIVERSITY CODE OF HONOR



BYU is a private University that is founded, supported, and guided by The Church of Jesus Christ of Latter-Day Saints. It is the largest privately owned university in the state of Utah. The University consists of over 500 acres and more than 200 buildings. BYU Provides a wide range of services to students, faculty, staff, and visitors.

The mission of BYU is to assist individuals in their quest for perfection and eternal life. Consistent with this mission, BYU has a Code of Honor and Dress and Grooming Standards.

While we do not expect contractors to bind themselves fully to the Honor Code as students and employees do, we **require their behavior while on BYU's premises to comply with it**. In addition to standards relating to dress and grooming, contractors shall:

- Be honest
- Respect others
- Obey the law
- Use clean language
- Live a chaste and virtuous life
- Abstain from alcoholic beverages, tobacco, tea, coffee, and drug abuse
- Help others fulfill their responsibilities under the Honor Code

BYU reserves the right to deny entry to any Contractor where reasonable suspicion exists that that person is under the influence of drugs or alcohol. Smoking is prohibited on campus.

A copy of the BYU Code of Honor and Dress and Grooming standards is found on BYU's Human Resources webpage: <http://www.byu.edu/hr/?q=managers/independent-contractor>. You should take the time to read and understand its contents, and agree to comply with the same while performing services on campus for BYU.

## UNIVERSITY HAZARDS



While it is not reasonable to state all the hazards that a contractor may encounter while working on campus, several general hazards apply to most circumstances.

### PEDESTRIAN FOOT TRAFFIC

There are approximately 30,000 undergraduate and graduate students, and 4,500 full time employees on campus. Additionally, many thousands of visitors frequent campus annually. The sheer volume of people on campus at any one time can be a hazard.

- Contractors should pay particular attention to pedestrian foot traffic during class breaks, from ten minutes before the hour to the top of the hour. Be aware that many pedestrians could be distracted with cell phones and head phones, and have a delayed response time to their surroundings.
- Equipment should not be left unattended or uncontrolled
- Access control to jobsites should be rigorously enforced

## LABORATORIES

Several facilities on campus host laboratories with a variety of chemicals, sensitive scientific equipment, and ongoing experiments. Check with your BYU contact to discuss specific hazards that you may encounter. Examples include chemicals, biological agents, and radiation.

## EMERGENCIES



### EMERGENCY SERVICES

In the event of an emergency, dial 911. The closest hospital is Utah Valley Hospital, which is roughly 1.5 miles away. Utah Valley Hospital has an Emergency Room, ambulance services, and Life Flight services.

BYU has a certified police department and Emergency Medical Service (EMS) crews that can be accessed by calling 801-422-2222 from a cell phone, or 2-2222 from any campus extension. BYU EMS is not able to transport patients to the hospital; this may only be done by ambulance services.

Automatic external defibrillators (AEDs) are located in several campus facilities, and fire extinguishers are located in every facility. They are available for use in the event of an emergency.

### INJURIES AND NEAR MISS INCIDENTS

All injuries and near miss incidents should be reported to your supervisor. Severe injuries (OSHA recordable injuries) must be reported within 24 hours. Your supervisor must report it to the proper BYU contact.

### EMERGENCY HAZARDS OR THREATS

You may encounter several different emergency hazards or threats while working on campus. They include:

- Natural hazards (earthquakes, lightening, severe wind, extreme temperatures, etc.),
- Technological hazards (explosions or accidental release of toxins from industrial plants, accidental release of hazardous materials from within the university, such as gas leaks or laboratory spills, etc.), or
- Adversarial and Human-Caused threats (arson, active shooter(s), criminal threats or actions, etc.)

In the event of any emergency, call 911 or BYU Police at 801-422-2222. Stop work, and, where possible, evacuate to a safe location. Always heed fire alarms and follow evacuation procedures.

## CONCLUSION



Thank you for reviewing this Contractor Safety Orientation. We appreciate the services you provide for BYU, and encourage you to work safely and productively. Please discuss any additional questions with your supervisor or your BYU contact.













# BYU Non-Academic Training Matrix

**What?** This document outlines the minimal training requirements for personnel working in a non-academic setting. Answer the questions below to see which requirements apply to you. If you answer “Yes”, then the corresponding requirements apply. Note that these are the *minimum* training requirements, and your supervisor or department may have additional requirements. This does not take the place of on-the-job training.

**Who?** All non-academic BYU employees, including student employees.

Are you a BYU employee who is:	Training
 Performing general office and/or industrial workplace tasks	Basic Safety
 Supervising industrial workplace operations and/or establishing proper job procedures	Job Hazard Analysis & PPE
 Using a ladder or scaffold	Ladder & Scaffolding Safety
 Working with or around chemicals	Hazard Communication
 Performing frequent or heavy lifting, pushing/pulling, or carrying ≥ 35 lbs	Materials Handling Ergonomics
 Performing repetitive, forceful, or prolonged exertions or retaining prolonged awkward postures	Office Safety Ergonomics
 Working with or near/around airborne contaminants requiring respiratory protection	Respiratory Protection
 Performing class IV maintenance or having custodial contact with asbestos-containing material	Asbestos Awareness
 Potentially exposed to constant/intermittent high noise	Hearing Conservation
 Potentially exposed to benzene, formaldehyde, methylene chloride, and other substances found in OSHA 1910.1000	Toxic & Hazardous Substance Awareness
 Potentially exposed to inorganic lead (i.e. pre-1978 paint)	Lead-Based Paint Awareness
 Applying pesticides	Pesticide Safety
 Driving a 7- to 12-passenger van	Van Driving Safety
 Driving a utility (gem cart)	Utility Cart Driving
 Operating a mobile elevated work platform (scissor, boom, man lift)	Mobile Elevated Work Platform Safety
 Driving a truck?10,000 GVW and/or pulling a dual-axle trailer	Truck Driving Safety
 Driving a truck requiring a CDL (Class A, B, or C)	Truck Driving – CDL

**When?** All trainings must be renewed annually. Contact EHS with any questions.

Are you a BYU employee who is:	Training
 Operating a forklift (or powered industrial truck)	Forklift Driving Safety
 Operating a crane and/or hoist	Crane Safety
 Performing hazardous material packaging, labeling, loading/unloading, or generating shipping papers	DOT General Awareness & Function/Security
 Working with or near/around stored hazardous energy (electrical, mechanical, hydraulic, pneumatic, chemical, etc.)	Lockout Tagout
 Using or handling compressed gas cylinders	Compressed Gas Safety
 Working with or near/around sources of ignition such as sparks or open flames (brazing, welding, grinding, soldering)	Hot Work Permit & Fire Safety
 Working with or near/around bodily fluids or bloodborne pathogens	Bloodborne Pathogens
 Exposed to heights of ≥ 4 feet	Fall Protection
 Performing excavation work (man-made cut, cavity, trench, or depression in an earth surface formed by earth removal)	Excavation Safety
 Working in confined spaces (limited space & accessibility), including storm drains, pits, tanks, vaults, manholes	Confined Space
 Working with or near/round extreme temperatures, wild animals, and other outdoor hazards	Outdoor Safety & First Aid Certification
 Use/maintenance of machinery/shop equipment	Machine Guarding

As an employee, you have the **right** and **responsibility** to understand the hazards associated with your work. Please pause or stop work if you have a question or if the situation is unsafe.

BYU has polices/programs relating to many areas of workplace safety. Contact Risk Management for more information about any of the following:

Animal Safety	Hearing Conservation
Asbestos	Hot Work
Blood Borne Pathogens	Machine Safe Guarding
Confined Spaces	Laboratory Safety
Crane/Hoist Safety	Ladder Safety
Electrical Safety	Lockout Tagout
Excavation	Mobile Elevated Work Platforms
Fall Protection	Radiation Safety
Fire Extinguisher	Reproductive Health
Fork Lift Safety	Respiratory Protection
HAZCOM	Pesticide Safety



## Work Area Assessment

Most injuries occur because of...

- Performing new/unfamiliar task,
- Failure to recognize hazards,
- Unsafe behavior

Prior to beginning work, please answer the following questions:

1. What are the **hazards** of this area?
2. What can I do to **protect myself**?
3. How can this task be **performed safely**?
4. How can I help others **behave safely** while completing this task?

For Assistance Please Contact:

Risk Management and Safety

801-422-4468

Brigham Young University

# PRE-TASK SAFETY ASSESSMENT

Students and Contractors  
Take a few minutes to recognize the hazards of the task at hand.

Names: \_\_\_\_\_

Task being performed: \_\_\_\_\_

\_\_\_\_\_

**Consider the following.  
Which items apply to you?  
Need help? Call Risk Management  
801-422-4468**

### Identify Hazards:

- Hazardous Materials  
(Physical and/or Health Hazards)
- Hazardous Atmosphere  
(IDLH, oxygen deficient, etc.)
- Hazardous Energy  
(Electromagnetic, pneumatic, high-pressure, reduced-pressure, etc.)
- Readiness to work  
(Fatigue, stress, distractions, etc.)
- Fire/Steam/Hot Work
- Blood Borne Pathogens &
- Infectious Agents
- Pinch Points/Sharp Edges
- Rotating Equipment
- Flying Debris/Particles
- High Noise
- Slips/Trips/Falls
- Lift/Move/Transport
- Confined Space
- Crushed/Caught In
- Animal Handling
- Other: \_\_\_\_\_

### Mitigate Hazards:

- Substitution/Elimination  
(Use less hazardous alternatives or eliminate the hazard completely)
- Engineering Controls  
(Mechanical safety devices)
- Administrative Controls  
(Safety Policies and Procedures)
- Personal Protect. Equip.  
(Goggles, Gloves, Apron, Face Shield, Respiratory Protection, Hearing Protection, Fire-Resistant Apparel, Safety Shoes, etc.)
- Documented Safety Plan  
(Emergency Plan, Standard Operating Procedures, Safety Data Sheets, etc.)
- Proper Authorization
- Training/Supervision
- Increased Awareness
- Appropriate Scale/Scope
- Machine Guarding
- Time/Shielding/Distance
- Barriers/Cones/Tape
- Chemical Storage
- Waste Management
- Guardrails/Fall Arrest
- Lock Out Tag Out
- Confined Space Permit
- Defensive Driving
- Other: \_\_\_\_\_



### Pre-Task Inspections:

- Work Area - Housekeeping
- Equipment/Tool Condition
- Emergency Equipment  
(Fire extinguisher, safety shower, eyewash, spill kit, first-aid kit, etc.)
- Manufacturer's
- Recommendations

### Training for the Task:

**ALL** necessary training is **COMPLETED BEFORE** work begins

1. Use the **TRAINING MATRIX** to determine the minimum required training

(risk.byu.edu → Training → Training Guide)

2. Talk with your **supervisor** about additional required or in-house trainings
3. ...Check Workday to see and sign up for trainings hosted online  
(workday.byu.edu)

4. ...Join a monthly **Safety Meeting** or **SCHEDULE** a training at (801) 422-4468

BYU Risk Management  
**Job Safety Analysis (Extended Version)**

Fill out this form with your sponsor prior to beginning work. You and your sponsor should keep a copy.

<b>Work Activity:</b>	<b>Task Description (JSA Title):</b>
<b>Potential Hazards</b>	<b>Mitigations</b>
<p><b>Gravity</b></p> <input type="checkbox"/> Overhead work <input type="checkbox"/> Falling object <input type="checkbox"/> Excavation <input type="checkbox"/> Collapsing roof/equipment <input type="checkbox"/> Elevated/Uneven work surface <input type="checkbox"/> Open holes <input type="checkbox"/> Other:	<p><b>Temperature</b></p> <input type="checkbox"/> Ignition source <input type="checkbox"/> Hot/Cold surfaces <input type="checkbox"/> Hot/Cold liquids <input type="checkbox"/> Hot/Cold gases <input type="checkbox"/> Hot/Cold weather conditions <input type="checkbox"/> Other: <input type="checkbox"/> Other:
<p><b>Motion</b></p> <input type="checkbox"/> Vehicle/Equipment movement <input type="checkbox"/> Limited mobility (confined space) <input type="checkbox"/> Material movement <input type="checkbox"/> Water/Wind movement <input type="checkbox"/> Body positioning/Ergonomics <input type="checkbox"/> Manual Lifting <input type="checkbox"/> Other:	<p><b>Chemical</b></p> <input type="checkbox"/> Explosive/Flammable vapors <input type="checkbox"/> Carcinogen Compound <input type="checkbox"/> Toxic Compounds <input type="checkbox"/> Corrosive Compound <input type="checkbox"/> Reactive Compounds <input type="checkbox"/> Pyro-phoric material <input type="checkbox"/> Other: <input type="checkbox"/> Other:
<p><b>Mechanical</b></p> <input type="checkbox"/> Rotating equipment <input type="checkbox"/> Compressed springs <input type="checkbox"/> Drive belts and conveyors <input type="checkbox"/> Motors <input type="checkbox"/> Power/Hand tools <input type="checkbox"/> Other:	<p><b>Biological</b></p> <input type="checkbox"/> Animals/Insects <input type="checkbox"/> Bacteria/Viruses <input type="checkbox"/> Blood Borne Pathogens <input type="checkbox"/> Contaminated food/water <input type="checkbox"/> Other: <input type="checkbox"/> Other:
<p><b>Electrical</b></p> <input type="checkbox"/> Power lines (above/below) <input type="checkbox"/> Energized equipment <input type="checkbox"/> Static charges <input type="checkbox"/> Wiring <input type="checkbox"/> Batteries <input type="checkbox"/> Other:	<p><b>Radiation</b></p> <input type="checkbox"/> Lighting <input type="checkbox"/> Welding arc/flash <input type="checkbox"/> Sunlight <input type="checkbox"/> X-rays <input type="checkbox"/> NORM scale <input type="checkbox"/> Other: <input type="checkbox"/> Other:
<p><b>Pressure</b></p> <input type="checkbox"/> Piping <input type="checkbox"/> Cylinders <input type="checkbox"/> Vessels/Tanks <input type="checkbox"/> Hoses <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<p><b>Sound</b></p> <input type="checkbox"/> Equipment noise <input type="checkbox"/> Impact noise <input type="checkbox"/> Venting noise <input type="checkbox"/> Communication (SimOps) <input type="checkbox"/> Communication (Language) <input type="checkbox"/> Other: <input type="checkbox"/> Other:
<p><b>Hazard Controls (Engineering and Administrative)</b></p> <input type="checkbox"/> Work Permits <input type="checkbox"/> PPE Program <input type="checkbox"/> Warning signs <input type="checkbox"/> Pipeline markers <input type="checkbox"/> Spotters/Attendants <input type="checkbox"/> Barricades <input type="checkbox"/> Housekeeping <input type="checkbox"/> Ignition source controls <input type="checkbox"/> Gas monitoring <input type="checkbox"/> Material Safety Data Sheets <input type="checkbox"/> Scaffolding <input type="checkbox"/> Parking Plans <input type="checkbox"/> Equipment Staging Plans <input type="checkbox"/> Essential personnel only <input type="checkbox"/> Break Rotation <input type="checkbox"/> Temporary Lighting <input type="checkbox"/> Isolation of Hazardous Energy <input type="checkbox"/> Equipment Inspections <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Safety Controls (Personal Protective Equipment)</b></p> <input type="checkbox"/> Hard hat <input type="checkbox"/> Safety shoes <input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Goggles <input type="checkbox"/> Cotton gloves <input type="checkbox"/> Leather gloves <input type="checkbox"/> Chemical gloves <input type="checkbox"/> Electrical rated gloves <input type="checkbox"/> Face shield <input type="checkbox"/> Work vest/Life vest <input type="checkbox"/> Full body harness <input type="checkbox"/> Hearing protection <input type="checkbox"/> Fire Resistant Clothing <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Safety Equipment</b></p> <input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> Fire retardant tarps <input type="checkbox"/> Locks and tags <input type="checkbox"/> Gas detectors <input type="checkbox"/> Personal Monitors <input type="checkbox"/> Tag line <input type="checkbox"/> Safety cable <input type="checkbox"/> Safety Barricade <input type="checkbox"/> Caution tape <input type="checkbox"/> Area Monitors <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Emergency/Contingency Plans</b></p> <input type="checkbox"/> Spill Control <input type="checkbox"/> Spill Contingency Plans <input type="checkbox"/> Emergency Evacuation Plans <input type="checkbox"/> Incident Reporting Procedure <input type="checkbox"/> Early Injury Management <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Environmental Equipment</b></p> <input type="checkbox"/> Absorbent pads <input type="checkbox"/> Containment pans <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Certification Requirements</b></p> <input type="checkbox"/> Certified Welder <input type="checkbox"/> Qualified Crane Operator <input type="checkbox"/> Qualified Rigger <input type="checkbox"/> Qualified Signal Man <input type="checkbox"/> Competent Person <input type="checkbox"/> Scaffolding Inspector <input type="checkbox"/> Qualified Gas tester <input type="checkbox"/> Confined Space Attendant <input type="checkbox"/> Fire Watch <input type="checkbox"/> Equipment Operator <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Licensing Requirements</b></p> <input type="checkbox"/> Asbestos Abatement <input type="checkbox"/> Lead Abatement <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
<p><b>Safe Work Practices</b></p> <input type="checkbox"/> Safe Work <input type="checkbox"/> Bypassing Critical Protection <input type="checkbox"/> Confined Space <input type="checkbox"/> Electrical Safe Work <input type="checkbox"/> Excavation <input type="checkbox"/> Lifting and Rigging <input type="checkbox"/> Hot Work <input type="checkbox"/> Isolation of Hazardous Energy <input type="checkbox"/> Simultaneous Operations <input type="checkbox"/> Working at Heights <input type="checkbox"/> Other: <input type="checkbox"/> Other:	

**PLANNING HAZARD ANALYSIS**

Hazard	Mitigation
	•
	•
	•
	•

**Job Safety Analysis (Extended Version) Certification, Education, and Training**

Description	✓	Description	✓	Description	✓
Abrasive Blasting	<input type="checkbox"/>	Hazard Identification and Awareness	<input type="checkbox"/>	Safety Observation/Audit	<input type="checkbox"/>
Back Injury Prevention	<input type="checkbox"/>	Hazardous Energy Lock-Out	<input type="checkbox"/>	Scaffolding Safety	<input type="checkbox"/>
Basic New Employee Orientation	<input type="checkbox"/>	Hazmat Training	<input type="checkbox"/>	Signs and Barricades	<input type="checkbox"/>
Basic Principles of Safety (e.g. OELS)	<input type="checkbox"/>	HAZWOPER Training	<input type="checkbox"/>	Start-up Safety Workshop	<input type="checkbox"/>
Behavior Based Safety	<input type="checkbox"/>	Hearing Conservation Program	<input type="checkbox"/>	Welding/Cutting	<input type="checkbox"/>
Benzene, Asbestos, Lead, and H2S Awareness	<input type="checkbox"/>	Heat and Cold Stress Prevention	<input type="checkbox"/>	Other	<input type="checkbox"/>
Bloodborne Pathogens	<input type="checkbox"/>	Hot Taps	<input type="checkbox"/>	Other	<input type="checkbox"/>
Body Positioning Training	<input type="checkbox"/>	Hot Work	<input type="checkbox"/>	Other	<input type="checkbox"/>
Confined Space Entry	<input type="checkbox"/>	Incident Investigation and Reporting	<input type="checkbox"/>		<input type="checkbox"/>
Cranes and Material Handling	<input type="checkbox"/>	Industrial Hygiene Exposure Monitoring	<input type="checkbox"/>		<input type="checkbox"/>
Defensive Driving/Driving Safety	<input type="checkbox"/>	Job Safety Analysis	<input type="checkbox"/>		<input type="checkbox"/>
Electrical Lock-Out/Tag-Out	<input type="checkbox"/>	Land Transportation Safety	<input type="checkbox"/>		<input type="checkbox"/>
Electrical Safety	<input type="checkbox"/>	Lifeboat Safety	<input type="checkbox"/>		<input type="checkbox"/>
Emergency Evacuation (Drills, Muster Points)	<input type="checkbox"/>	Line Breaking/Opening Process	<input type="checkbox"/>		<input type="checkbox"/>
Emergency Marine Evacuation	<input type="checkbox"/>	Near Miss Reporting	<input type="checkbox"/>		<input type="checkbox"/>
Emergency Response Plan	<input type="checkbox"/>	Personal Protective Equipment	<input type="checkbox"/>		<input type="checkbox"/>
Excavation and Trenching	<input type="checkbox"/>	Power Actuated Tools	<input type="checkbox"/>		<input type="checkbox"/>
Explosives and Ordinance	<input type="checkbox"/>	Radiation Control	<input type="checkbox"/>		<input type="checkbox"/>
Fall Protection	<input type="checkbox"/>	Respiratory Control	<input type="checkbox"/>		<input type="checkbox"/>
Fire Safety	<input type="checkbox"/>	Respiratory Protection Program	<input type="checkbox"/>		<input type="checkbox"/>
Fire Watch	<input type="checkbox"/>	Roofing Work Procedure	<input type="checkbox"/>		<input type="checkbox"/>
First Aid (CPR, EMS)	<input type="checkbox"/>	Safety Culture/Commitment Training	<input type="checkbox"/>		<input type="checkbox"/>
Flammable and Toxic Material Handling	<input type="checkbox"/>	Safety Equipment Usage	<input type="checkbox"/>		<input type="checkbox"/>
Floor and Wall Opening	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Hazard Communication (SDS), Labeling, etc.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>