



Contractor Guidelines

*UT Southwestern University Hospitals
UT Southwestern Physical Plant*

Contractor Guidelines



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About this booklet

This booklet has been compiled by the UT Southwestern Medical Center Physical Plant. To ask questions about the booklet or it's contents, or to obtain additional copies, please contact:

Physical Plant
UT Southwestern Medical Center
214-648-3375

General safety

UT Southwestern Medical Center and UT Southwestern University Hospitals are committed to the safety of employees, students, visitors and patients. All employees, including Contractor Employees, are expected to take safety seriously and follow good safety practices. If there is any doubt regarding the safety of a job or task, notify a supervisor or project coordinator.

UT Southwestern University Hospitals have adopted and follow a safety plan designed to provide a safe environment. The goal of this plan is to create a workplace that is free from hazards and where risk of injuries to employees, patients, visitors and contractors is at a minimum.

Since safety is a team effort, everyone working in UT Southwestern University Hospitals must look out for themselves and each other by watching for unsafe practices and correcting or reporting them if encountered.

Contractor check in

Upon the initial arrival of a contractor to either of the University Hospitals, the contractor is required to check in at the respective Physical Plant Office, within the hospital, where the work is being performed. During the check in

process, a Physical Plant representative and the Contractor will determine the frequency of future visits throughout the span of the project.

Smoking and tobacco use

UT Southwestern Medical Center is a smoke and tobacco free campus. Smoking or use of tobacco is allowed in designated areas only. Check with a supervisor or project coordinator to find out where the nearest designated area is located.

Personal protective equipment

In designated workplace areas, contractor employees must wear hard hats, leather work shoes (hard sole, non-slip) and eye protection.

Electrical safety

Always use grounded or double insulated power tools. Never defeat the ground of a power tool by using an adapter to plug a three-prong grounded plug into a two-prong non-grounded outlet.

Keep cords away from pedestrian traffic areas.

Ladder safety

Ladders must be inspected daily to ensure safety of components. Ladders that are deemed unsafe must be taken out of service. Supervisors and foremen must communicate with employees which ladders are serviceable and which are not and may not be used. When not in use even temporarily, portable ladders must be taken down and laid flat.

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Housekeeping

Contractor Employees are expected to maintain an orderly and safe jobsite. Daily cleanup of the jobsite is required.

Keep floors and walkways clear by cleaning up spilled liquids, and keeping cords and other obstacles out of the way of pedestrian traffic.

First aid

Contractors must provide adequately stocked first aid kits on their job sites for use by their employees.

Signage

UT Southwestern University Hospitals maintain signage in the hospital buildings. Construction or renovation contractors, however, must ensure that proper signage remains posted as facilities are modified or new construction is added.

Interacting with patients and hospital staff

The employees of UT Southwestern University Hospitals are proud of their facilities and are always careful to ensure the comfort and welfare of patients, visitors and coworkers. Even if only temporarily, contractor employees will become part of the hospital work force and may even be viewed as hospital employees by patients or visitors.

All contacts with patients, visitors and staff should demonstrate respect for the individual. Any action or words that suggest bias or prejudice are not appropriate. All employees are responsible for adhering to these guidelines and must report inappropriate actions to a supervisor or project coordinator.

Sleeveless shirts, tank tops, shorts, or clothing displaying vulgar or disruptive pictures or slogans are not allowed.

Appropriate behavior

UT Southwestern Medical Center promotes a healthy work environment and expects appropriate behavior by everyone on campus.

Reports of inappropriate behavior will be investigated and possible disciplinary action may result.

Whistling, inappropriate language and any other gesture that is perceived to be offensive to UT Southwestern employees and guests will not be tolerated and may be cause for dismissal.

Entering patient rooms

Non-healthcare contract workers may enter patient rooms only after making arrangements with the project coordinator and area manager. The project coordinator and/or area manager will coordinate with the nursing staff as applicable.

Workplace setup

All work areas must be marked off with cones, tape, barriers, or other traffic diverters. More than 50 percent of the width of a hallway may never be blocked without making arrangements with the project coordinator or engineering department.

Tools and materials must be safely secured or packaged when unattended. Items must not be left in a way that could injure an employee, patient, or visitor.

Tools and materials must also be safeguarded against vandalism or theft.

Slip/trip hazards must be addressed or barricaded in such a manner to minimize the risk to hospital staff and patients.

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Patient and public areas must be protected from dust, dirt and other construction-related contamination. The use of dust barriers may be required in some situations.

Traffic control

When a project includes motorized and pedestrian traffic control the Project Manager and Contractor will determine the safest routes and procedure to facilitate this traffic. Whistles and other devices used to control traffic shall be used respectfully, and for the purpose traffic control only. If you must get the attention of someone crossing the street, please do so as respectfully as possible.

Designated entrance and exit routes

The Project Manager shall define entrance and exit routes for contractors that provide the least amount of interference with patient care initiatives. These routes must be able to accommodate the safe transport of construction equipment and debris. Contract workers will be required to use only these routes while on the worksite.

Hot work permits

Any work that involves use of an open flame, such as torch soldering, or welding, requires a hot work permit. Check with Engineering before performing any hot work.

Infection Control Permits

Prior to performing construction related tasks within all patient care, laboratory or any other areas where the services rendered are directly related to patient care, you will be required to obtain an Infection Control Permit. There are four types of construction that are associated with four risk levels. This information combined, defines the criteria

for an Infection Control Permit. You may not begin your work until the appropriate authorization has been completed and the permit is posted at the entrance of the worksite. Posting of this permit is required over the entire construction period. Please see the Project Manager or your Supervisor to determine if a permit is required for your assignment.

Wall penetration permits

Cutting, opening, or otherwise penetrating any wall requires a wall penetration permit from UT Southwestern University Hospitals. Never penetrate any walls without coordinating with a supervisor or project coordinator to obtain the proper permit.

Identification badges and basic security

Contractor employees must wear their UT Southwestern badge while in the hospital buildings. The badge must be worn above the waist with the picture and name visible. Contractor employees without badges may be asked to leave.

Security of doors

Not all areas of the hospital are open to the public for reasons of safety or privacy. Contractors may be required to work in areas that are not open to the public and must follow some basic rules to maintain building security.

Do not allow another person to “tailgate” through an open door, if that person should have access, he/she will have a key.

Do not leave doors unlocked or prop locked doors open.

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Confidentiality

At UT Southwestern University Hospitals, the privacy of patients is valued and protected by law. Although contractor employees will never have reason to use private health information, they may come into contact with documents or computer screens, or overhear conversations that contain private information. Please remember that this information is protected and private and should not be discussed or shared.

Workplace violence prevention

UT Southwestern University Hospitals are workplaces where violence, threat of violence, intimidation, harassment or coercion are forbidden and not tolerated. Contractor employees are responsible for adhering to these guidelines and for reporting disruptive or violent behavior to a supervisor, a project coordinator or the campus police.

Emergency preparedness

UT Southwestern University Hospitals require that all employees (hospital and contractor) are familiar with the basic requirements of the Emergency Plans *before* they begin work. If Employees wait until an emergency is actually occurring before attempting to determine what is expected of them, they may be too late because time is a very valuable commodity during an emergency.

Reporting an emergency

To report an emergency in the UT Southwestern University Hospitals, use the following numbers:

University Hospital - St. Paul: 3333

University Hospital - Zale Lipshy: 3333

Page codes

UT Southwestern University Hospitals use a system of “Page Codes” to notify employees, vendors and contractor employees of emergency situations. These codes will be given verbally over the public address system. These codes are:

Code Red	Fire
Code Blue	Cardiac arrest
Code Gray	Severe weather
Code Black	Tornado sighted
Code Brown	Bomb threat
Code Yellow (Internal)	Internal disaster
Code Yellow (External)	External disaster
Code Orange	HazMat spill
Code Pink	Infant abduction
Code Rush	Civil disturbance
Code Silver	Violence/Police

For example, if there is a fire, there will be a page over the public address system stating: “Code Red”.

Page codes may be appended with the word “Drill” to denote that a drill is being initiated. For example: “Code Red Drill” would indicate a fire drill.

Code Yellow may be appended with the words “Internal” or “External” to denote whether the disaster involves the hospital or has occurred outside the hospital.

Emergency response

In the event that emergency procedures are announced (see “Page Codes” above) check immediately with your supervisor or the nearest hospital staff member to ask what is expected in this situation. You may be asked to leave the area.

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Code Red - fire plan

Everyone working in UT Southwestern University Hospitals must always be aware of the locations of the nearest fire alarm pull station, the nearest fire extinguisher and the nearest exit.

R. A. C. E.

Each letter in the word "Race" represents a step in the fire response procedure for individual employees:

R - Rescue

A - Alert

C - Contain/Confine

E - Extinguish/Evacuate

Rescue

Yell "Code Red" to alert others in the immediate area to the danger. Leave the area of the fire immediately, assist others who may need assistance.

If doors leading to the area of the fire are closed, leave them closed.

If a closed door is hot, this may mean that there is fire on the other side. **DO NOT OPEN** a hot door.

Mark the door by placing a fire extinguisher in front of it.

Alarm/Alert

Proceed to the nearest fire alarm pull station and activate the fire alarm by pulling down the lever. Additionally, find a phone that is nearby but safely away from the fire and call the emergency number given above. Provide the exact location and a brief description of the emergency. For example, "There is a fire on the third floor, west wing."

Confine/Contain

Close all doors, windows or openings in the room or corridor area where smoke and/or fire are present to isolate the condition.

Remember that smoke is also very dangerous; many victims of fires succumb to smoke inhalation, which affects their ability to escape the spreading fire. To keep smoke from spreading, close doors and windows to areas where it is present.

Extinguish/Evacuate

Secure fire extinguisher for use.

Fire extinguishers may be used only for small fires that are just getting started, do not attempt to use a fire extinguisher on a fire that is too large or dangerous.

The fire hoses that are located throughout the hospitals are not for employee use; they are for fire department use only.

Only the respiratory therapy department or nursing may turn off medical gasses.

P. A. S. S.

When using a fire extinguisher, remember the word "PASS". Each letter represents a step for using the fire extinguishers.

P - Pull the pin on the extinguisher

A - Aim the nozzle at the base of the flames

S - Squeeze the handle to discharge the extinguisher (expect a jolt)

S - Sweep from side to side

Evacuation - general guidelines

Keep calm

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Leave lights on

Do not use elevators (unless directed by Fire Dept)

Do not use telephone (unless directed by Fire Dept)

Keep all corridors clear at all times

Do not block fire extinguishers or fire hoses

Do not block or lock any designated exits

Know the location of fire extinguishers and pull stations

Fire safety general guidelines - Do

Obtain a Hot Work Permit prior to performing any hot work, including welding, soldering, torch cutting, or any work using an open flame.

Participate in hospital fire drills.

Follow Interim Life Safety Measures (ILSM's) implemented due to construction.

Place ceiling tiles back in place when completed with above ceiling work.

Protect penetrations through fire rated walls in accordance with UL System requirements.

Ask your Supervisor or Project Manager to contact EH&S for removal or relocation of fire alarms or fire sprinkler equipment, including smoke detectors, fire alarm speaker/strobes, fire alarm pull stations, fire sprinklers, and fire extinguishers.

Fire safety general guidelines - Don't

Do not remove or tamper with any fire protection or life safety equipment, including smoke detectors, fire alarm speaker/strobes, fire alarm pull stations, fire sprinklers, and fire extinguishers.

Do not prop open fire rated or smoke barrier doors, especially stairwell doors.

Do not tamper with the latch on fire rated doors (to prevent the door from latching)

Do not store equipment or supplies in the corridor or the stairwells.

Utility systems

UT Southwestern University Hospitals depend on uninterrupted delivery of utilities to operate equipment that is crucial to the care of patients. Any utility shutdown must be coordinated with the hospital engineering department to avoid risk to the health and well being of patients.

Dig permits

Prior to beginning excavation, a utility line locator firm shall be employed to physically locate the utility lines in order to avoid unplanned outages that can result from accidental damage. No digging may take place without first obtaining a permit from the Engineering Department.

Measures shall be taken to minimize the migration of dust, including, but not limited to watering and covering the soil with a membrane. On the South Campus there is a possibility that the soil may contain histoplasma spores, which requires that the soil be watered and a membrane be placed over all excavated material – at all times. Please consult with your Supervisor or Project Manager prior to any digging.

To begin a project that requires digging, call the utility line locator that is responsible for your work area to ask for the location and voltage of underground utility lines and tell them where and when you are working in that area.

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Advise co-workers before you start digging and mark on your blueprints or plans the exact location of the utility lines. Then place warning signs along the route, if they are not already posted

Protect yourself by working with another person who can be a spotter and signaler, and can call for assistance in an emergency. Always keep equipment, workers, and materials well outside the minimum safety distance.

If a power line has been severed, have someone call the power company immediately to shut off the electricity. If you are sitting on earth-moving or other riding equipment, stay on the equipment-don't attempt to jump off unless the machine is on fire and your life is in immediate danger. Move the equipment away from the power source if it is at all possible. Warn others away from the accident, don't let anyone attempt to attach a winch line or approach the machinery in any way.

Medical equipment

Medical equipment such as ventilators and heart monitors are found throughout UT Southwestern University Hospitals. Only authorized individuals may operate or change settings on medical equipment. Contractor employees involved in construction are not authorized to operate, move, or change settings on any medical equipment. All issues regarding medical equipment must be referred to nursing staff or a project coordinator.

Red plugs

Red plugs are located throughout UT Southwestern University Hospitals. These plugs are connected to the emergency power systems and will provide power even during an outage. These plugs are not to be used for non-emergencies.

Responding to utilities failures

In the event of an unanticipated shutdown or utilities failure, the hospital engineering department may be contacted for status updates.

If a utilities failure is severe and widespread, a “Code Yellow, Internal” may be announced.

Hazardous materials

Materials in use in UT Southwestern University Hospitals

Hazardous Materials are present and in use in UT Southwestern University Hospitals. These chemicals may include flammables, toxics, corrosives, biohazards or radioactives. Material Safety Data Sheets (MSDS) for these chemicals are available from the hospital engineering department.

Read all warning labels carefully. If the warning label is missing from a suspected hazardous chemical, notify a supervisor or project coordinator.

Chemicals Brought by the Contractor

Material Safety Data Sheets (MSDS) must be available for all hazardous materials brought to the facility by the contractor. All chemicals must be labeled in accordance with 29 CFR 1910.1200 (Hazard Communication).

Hazardous Materials Spills

If you discover a spill believed to be hazardous or questionable, contact:

St. Paul: 3333

Zale-Lipshy: 3333

Your Supervisor or the Project Manager will contact Environmental Health and Safety to determine whether

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the spill can be cleaned up internally. The hospital engineering department may also make this determination.

Infection Control

Contractor employees must be aware that patients with suppressed immune systems may be found just about anywhere in the buildings. To these individuals a simple virus could be very serious. For this reason all employees, contractor or hospital, observe basic infection control procedures.

Contractor employees must protect patients by following standard precautions at all times. These include hand washing, wearing of gloves, gowns, masks or shoe covers as appropriate. The hospital engineering department, project coordinator or nursing staff will assist in selecting the appropriate precautions.

Needle Sticks

Needles are used throughout UT Southwestern University Hospitals. The health care staff is always careful to properly dispose of these needles when they are no longer needed. However, it is possible that someone may dispose of a needle in a manner that presents a risk to persons.

If a contractor employee experiences a needle stick, he/she should rinse the area thoroughly in water and proceed to the Emergency Department for immediate care and treatment. The incident must be reported to a supervisor by the end of the shift.

English proficiency guidelines

For safety and general information purposes, contract workers with limited English proficiency shall be assigned

work within close proximity to contract workers that have a fluency in English.

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Contractor Guidelines Confirmation of Understanding

By signing this page I acknowledge that I have read and understand the contents of the Contractor Guidelines booklet.

Name (Print) _____
Signature: _____ Date: _____
Employer _____

Sign this page, remove from booklet and give to supervisor.