

APPENDIX A: CONTRACTORS RESPONSIBILITY FOR SAFE PERFORMANCE

1. Violations of Caltech safety rules and/or applicable federal, state, or local (municipal) ordinances may result in a temporary job shut down.
2. Any procedures that produce sparks and/or heat require a Caltech Hot Work Permit to be issued by the Project Manager, Campus Fire Marshal, or an alternate individual designated by the Caltech Design and Construction Department Senior Director prior to work start. See the [Caltech Hot Work Permit Guidelines](#).
3. Shutting off fire sprinkler valves, smoke or heat detectors, and/or fire alarm systems is forbidden without prior notification and written authorization.
4. A Dust Control Plan shall be provided to the Project Manager prior to work start and adhered to by the Contractor. Additionally, Contractors must submit a Dust Control Plan to the South Coast Air Quality Management District (SCAQMD) for large-scale operations prior to work start. "Large scale" is defined as earth moving throughput volume of 5,000 cubic yards or more of material three (3) or more times during a 365-day time period.
5. A Storm Water Pollution Prevention Plan shall be provided to the Project Manager prior to work start and adhered to by the Contractor. If more than one acre of land is disturbed, the Contractor must submit a Storm Water Pollution Prevention Plan to the California State Water Resources Control Board (SWRCB).
6. The Environment, Health, and Safety Office can assist Project Managers in determining whether lead is present before its removal.
 - a. A lead inspector/assessor certified by the California Department of Public Health (CDPH) must be used to perform lead inspections, collect samples, and interpret laboratory analytical results.
 - b. Only CDPH-certified lead supervisors and workers may be used for removal of any lead-containing materials (LCMs).
7. The Environment, Health, and Safety Office can assist Project Managers in determining whether asbestos-containing materials (ACMs) are present before the removal of any building or insulation materials.
 - a. A Certified Asbestos Consultant (CAC) must be used when a General Contractor is hired for a project.
 - b. In the absence of a General Contractor, the EHS Office can supply a Certified Asbestos Building Inspector (BI) to work with the Project Manager to determine the presence of asbestos-containing materials.
8. Contractors are responsible for adhering to the following rules while engaged in activities on Caltech property:
 - a. Contractors shall consult with the Project Manager before working on or around high-voltage electrical lines or substations.
 - b. All vehicles must be kept under the control of the Contractor at all times when on Caltech property.
 - c. Contractor employees shall not operate any Caltech equipment or tools unless the employee has been authorized to do so by Caltech.
 - d. Contractors will be responsible for following proper Caltech procedures in the event of an injury, fire, or other emergency on the job.