CATAWBA VALLEY HEALTH SYSTEM

2026 CONTRACTOR'S HANDBOOK AND SITE-SPECIFIC SAFETY HEALTH PLAN

Catawba Valley Medical Center
810 Fairgrove Church Road, SE
Hickory, NC 28602

Prepared by:
Plant Operations Department
Infection Prevention

Approved by:
Environment of Care Committee

Reviewed / Revised:
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This handbook is designed to provide an overview of safety procedures, special instructions, and other important information that will support you during your work on CVMC property. If you have questions regarding any specific guidelines, please contact the Director of Facilities Planning and Construction or the Director of Infection Prevention. Adhering to the guidelines outlined in this handbook helps CVMC maintain a safe environment for patients, visitors, and staff.

Before starting construction, contractor representatives must meet with the Director of Facilities Planning and Construction (or their designee) to review all required documents and discuss the implementation of health and safety provisions relevant to the contracted work. Please refer to the Project Start-up, Parking, and Staging section of this handbook for additional details.

The Safety Officer and the Director of Facilities Planning and Construction will review any site-specific safety and fire plans submitted by contractors, required safety equipment (e.g., fall protection, confined space rescue equipment, etc.) and the required Safety Data Sheets (SDS) for products to be used on the job.

In accordance with OSHA standards, including the Hazard Communication Standard, CVMC provides contractors with information regarding potential hazards at the work site. This information will be available in the project specifications (pre-bid), at the pre-construction meeting, and throughout this handbook.

Contractors are required to comply with all applicable OSHA standards. For hazardous conditions or practices not specifically covered by OSHA, Section 5(a)(1) of the Occupational Safety and Health Act of 1970 applies, which mandates that: "Each employer shall furnish to each of its employees a workplace that is free from recognized hazards that are causing or are likely to cause death or serious physical harm."

All work must be conducted in accordance with applicable federal, state, and local codes, regulations, and requirements.

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Required Documentation:
Contractors will submit the following documentation, prior to beginning work at CVMC, to the department providing the Contractor's Handbook and Site-Specific Safety Plan**:**

a. Competencies / Licenses / Certifications.
b. Contractor's Checklist signed off by Project Coordinator –back of handbook.
c. Completion of Infection Control Risk Assessment Form.
d. Evidence of insurance.
e. Fire Stop Installation Certification.
f. List of Chemicals to be used on the project and all appropriate SDS's.
g. Copies of permits and inspection reports
h. Receipt acknowledging reading and adhering to Contractor handbook.

Telephone Numbers:

Title	
Director Facilities Planning and Construction *Todd Cook*	*828-326- 3364*
Safety Officer *Kyle Drum*	*828-326-3201*
Assistant Vice President of Operations *Ava Taylor*	*828-326-2139*
Director Infection Prevention *Joelle Calloway*	*828-326-3610*
Emergency Management and Environmental Compliance Manager *Wesley Lail*	*828-326-3620*
Director Corporate Safety and Security (Hospital Police) *Jim Meade*	*828-326-3592 office* *828-217-1525 cell*
Reporting all Emergency Codes (only from in-house)	*3911*
Medical Emergency (all phones)	*9-911 (hospital phone)* *911 (non-hospital phone)*

Accident Record Keeping and Reporting Requirements:

a. If an accident causes someone's death or sends three or more employees to the hospital, the contractor must report it to OSHA within 8 hours.
b. All workplace accidents, injuries, or illnesses must be reported right away to the Director of Facilities Planning and Construction or the Safety Officer so they can investigate properly.

Air Conditioning:

a. Remove all unused ductwork, pneumatic lines, drain lines, and supply lines when installing new systems.
b. Keep new ductwork clean and sealed until it is installed.
c. When removing thermostats, controls, or wiring, remove all connected lines and cap them at the main distribution point.

d. Coordinate all shutdowns with the Director of Facilities Planning and Construction. Follow the Project Construction Documents or, if not specified, meet the minimum requirements of OSHA, NC Building Code, NC Mechanical Code, and local authorities.

Alcoholic Beverages/Tobacco Products/Substance Abuse:

a. Alcohol, drugs, and tobacco products (including e-cigarettes) are not allowed on CVMC property.
b. Anyone found using or under the influence of these substances will be removed from the property immediately.

Appropriate Dress/Work Clothing

a. All contracted workers must maintain good personal cleanliness while working at CVMC.
b. Clothes should be clean, not torn or frayed. Tank tops and shorts are not allowed, and T-shirts must be appropriate.
c. Workers should be free of dust when exiting the work site and before entering other areas of the hospital.

Asbestos (See NOTE information):

a. Testing has found possible asbestos in materials such as:
    1. Building products installed before 1984
    2. Duct mastic
    3. Waterproofing membrane
    4. Rigid pipe insulation
    5. Exterior wall mastic

b. If any suspected asbestos-containing material (PACM) is found, stop work immediately and contact the CVMC Emergency Management and Environmental Compliance Manager, and the Director of Facilities Planning and Construction.

c. Any questionable area must be tested and cleared by an NVLAP-certified lab before work begins.

NOTE:

Asbestos testing reports only cover the specific areas and materials originally tested. All accessible materials will be checked, but if new or previously hidden areas are found during the project, work must stop immediately. Notify the Directors of Facilities Planning and Construction and the Emergency Management and Environmental Compliance Manager right away.

Cabling:

a. CVMC will identify any cabling that does not need conduit before work begins. Do not place or attach anything to ceiling tiles, grids, sprinkler pipes, hangers, or heads.
b. All approved cabling not in conduit must be plenum-rated per State Fire Marshal rules, labeled, and a sample provided to the Director of Facilities Planning and Construction for approval. Cables must be securely supported by the building structure, and all unused cabling must be removed.
c. CVMC's Barrier Integrity Policy must always be followed.

Cafeteria:

Cafeteria access determination will be project specific and communicated to project superintendent/project supervisor.

Ceiling Tiles:

a. Contractors must remove, reinstall, and replace any ceiling tiles affected by their work. Tiles must be reinstalled during breaks and at the end of each workday if not within contained area.
b. Contractors are responsible for the cost of any damaged or dirty tiles.
c. Replacement tiles must match the originals in look and fire rating.
d. A Pre-Construction Risk Assessment (PCRA) is required before removing tiles for above-ceiling work.

Cellular Phones:

Cell phones may be used in the hospital except in areas where they could distract from patient care or disturb others. These areas will be clearly marked.

Check-in/ID badges:

a. All contractors, subcontractors, and vendors must check in daily at the designated office before going to work.
b. For large or long-term projects, contractors can coordinate with Plant Operations to manage check-ins. Temporary CVMC ID badges will be issued.
c. ID badges must be worn at all times on campus and returned after the visit.
d. Contractors may manage ID badge issuance for their own staff with approval from the Director of Facilities Planning and Construction.

Competency Verification:

a. Contractors must ensure all workers at CVMC are properly trained for their roles.
b. All work must be done competently and follow CVMC policies and procedures.
c. Contracts must include verification of workers' skills, licenses, and certifications.

Compressed Air/Gas:

a. Valve protection caps must be used when cylinders are moved, transported, or stored.
b. Keep cylinder valves closed unless in use.
c. All cylinders must be properly secured at all times.

Conduct on the Job:

a. Workers must act respectfully, use appropriate language, and cooperate with patients, staff, and visitors.
b. CVMC may reassign any worker whose behavior is inappropriate for a healthcare setting.

Conduits:

a. Fire alarm wiring must always be installed in conduit.
b. The Barrier Integrity policy must be followed at all times.
c. Contractors must get an Above-Ceiling Permit from the Safety Officer before working above the ceiling outside designated areas.

Confined Spaces:

a. Contractors must have a confined space entry procedure that meets OSHA standards.
b. A copy of the procedure must be submitted to Plant Operations before starting work.
c. Contractors must provide all equipment needed for safe entry, including rescue gear.

Construction Barriers:

a. Fire and smoke barriers must remain intact, and any penetrations must be properly fire-stopped daily.
b. Fall protection barriers must always be in place.
c. Approved barriers separating construction areas from patients, staff, and the public must be maintained.
d. Temporary containment barriers must meet Infection Prevention and PCRA requirements and be inspected by CVMC.
e. Protective barriers for existing equipment must be set up and approved by qualified CVMC staff before work begins.

Construction Project Closeout:

a. All change orders must be reviewed by the Director of Facilities Planning and Construction and approved by the Vice President (or designee).
b. Final construction costs and verified reports must be completed.
c. All required agency approvals for the contractor must be obtained.
d. The Architect must issue a final Certificate of Payment.
e. Upon project completion, all manuals, shop drawings, as-builts, and related documents, along with signed warranties and guarantees, must be delivered to the Director of Facilities Planning and Construction.
f. Maintenance stock for all finishes must also be provided.
g. Facility acceptance of the project will follow the commissioning requirements in the contract.
h. A final inspection with the Director of Facilities Planning and Construction must be conducted. Before issuing the final payment, the contractor must provide affidavits confirming release of liens and payment of all debts and claims.

Construction Reporting:

a. The contractor must have a single point of contact for CVMC.
b. CVMC's contact will be the Director of Facilities Planning and Construction (or designee).
c. All business matters, changes, or additions must go through these designated contacts only.

Contractor's Responsibility:

a. Contractors are fully responsible for the behavior and activities of their employees and subcontractors on CVMC property. Timesheets must be kept and may be reviewed by CVMC.
b. Contractors must provide all job-specific training, including this handbook, and follow all applicable laws and safety requirements.
c. Any damages caused by contractor workers must be reported immediately and repaired by the contractor, including any related damage to other equipment or systems.

Cranes, Hoists and Rigging:

a. Schedule all lifting operations with the Director of Facilities Planning and Construction and the Safety Officer at least 7 days in advance.
b. Follow the manufacturer's specifications and limits for all hoisting operations.
c. Clearly post load capacities, operating speeds, and hazard warnings on all equipment.
d. Never move suspended loads over people or occupied areas.

Electrical:

a. All electrical work must follow national, state, local codes, and construction documents, meeting the strictest standards.
b. Only qualified personnel may work on or near energized parts, following approved safety procedures.
c. Portable tool extension cords must be three-wire, protected, GFCI-connected, and in good condition. No worn or frayed cords.
d. Temporary lighting must have bulb guards or recessed reflectors and cannot hang by cords unless designed for that purpose and are to be removed after use
e. Receptacles must be approved concealed-contact type and prevent incorrect plug connections for different voltages or currents.
f. Disconnects for motors, appliances, or circuits must be clearly marked unless their purpose is obvious.
g. All construction-related electrical connections must be approved in advance by the Director of Facilities Planning and Construction.

Electrical Hazards:

a. Contractors must have an effective electrical safety program.
b. All employees exposed to electrical hazards must receive documented training.
c. Contractors must follow all OSHA Arc Flash safety requirements.

Elevators:

The hospital will specify which elevators contractors can use. Contractors must leave elevators immediately when needed for patient transport.

Emergency Alerts:

CVMC uses plain language alerts in three categories: Facility, Security, and Medical.
Facility Alerts – cover hazards affecting the building or operations:

- Weather: Secure loose items, stay away from windows, move to interior or lower levels.
- Utility/Technology Issues: Report failures to Plant Operations.
- Fire/Smoke: Evacuate when instructed; keep escape routes clear.
- Evacuation: Leave immediately when directed.
- Hazardous Material Spill: Evacuate; if caused by you, contain if safe and notify Plant Operations.
- Mass Casualty: Secure and evacuate when instructed.
- Patient Decontamination: Vacate the area.
- Surge Capacity: Follow instructions when the hospital or area reaches critical capacity.

Security Alerts – cover safety threats:

- Missing Person: Secure nearby exits.
- Armed Intruder / Active Shooter / Hostage: Follow "Run, Hide, Fight": Run if possible. Hide if escape isn't possible, silence phones. Fight only as a last resort.
- Bomb Threat / Suspicious Package: Evacuate when instructed.
- Civil Disturbance: Leave the area or stay inside until told otherwise.
- Controlled Access: Lock exterior doors and restrict entry as directed.

Medical Alerts – cover behavioral threats:

- Violent Person (Unarmed): Leave the area if in danger.

Emergency Entrance:
Contractors must keep all hospital entrances, especially the Emergency Entrance, clear for vehicles and pedestrians unless the Director of Facilities Planning and Construction approves otherwise.

Evacuation:

a. Department Managers will assign assembly points for staff, visitors, and patients during a natural disaster.
b. Contractors must follow exit signs, evacuation routes, and training instructions to leave the facility safely.

Fall Protection:

a. Guardrails or other fall protection must be used for work six feet or higher (ten feet on scaffolds).
b. Workers at unguarded heights must use approved fall protection, including harnesses and lifelines.
c. Workers must be trained and demonstrate proper use of fall protection before starting work.
d. Supervisors must ensure compliance with OSHA fall protection rules and proper equipment use.

Fire Alarms/Fire Sprinklers:

a. Any work that could trigger the fire alarm must be approved by Plant Operations before starting.
b. Notify and coordinate with Plant Operations in advance for any work that disables or affects fire alarms or sprinklers.
c. Do not attach anything to or touch sprinkler pipes or hangers.

Fire Exits/Evacuation Routes:

a. Evacuation routes are posted; contractors should review them before starting work.
b. Do not block evacuation routes. If work affects a route, conduct an ILSM evaluation and implement required safety measures.

Fire Extinguishers:

a. ABC fire extinguishers must be clearly marked and properly placed.
b. Contractors must provide and maintain enough working extinguishers for the job site,
c. Containment areas require presence of at least one extinguisher.
d. One extinguisher is required per 3,000 sq. ft. (or major fraction); no point should be more than 75 feet from an extinguisher.
e. Each floor must have at least one extinguisher, with one near every stairway.
f. Place at least one extinguisher within 50 feet of areas using more than 5 gallons of flammable liquids or 5 pounds of flammable gas.
g. Extinguisher type must match the expected class of fire.
h. Contractors must train workers on proper use with the P.A.S.S. method (Pull, Aim, Squeeze, Sweep). All extinguishers must have current inspection tags.

Fire Protection:

Contractors must create a fire protection plan and get approval from the Director of Facilities Planning and Construction. The plan must include acknowledgement of how to:

a. Keep the work area clean and remove combustible debris promptly.
b. Follow all applicable codes and regulations.
c. Enforce the no-smoking policy.
d. Get approval and a permit from Plant Operations for all hot work.
e. ~~Do n~~ Not use flammable liquids for cleaning or adhesive removal.
f. Ensure proper fire extinguisher placement and use.
g. Adhere to the CVHS Lithium-Ion Emergency Action Plan

Flag Persons:

a. Use flaggers or other traffic control if signs and barricades are not enough.
b. Flaggers must wear red or orange warning garments; reflective materials are required at night.

Flammable and Combustible Liquids:

a. Store flammable and combustible liquids only in approved containers and in safe amounts.
b. Dispense flammable liquids using grounded and bonded containers.

Floor and Wall Penetrations:

a. Always maintain the integrity of fire and smoke barriers.
b. If barriers cannot be maintained, consult the Director of Facilities Planning and Construction.
c. Properly firestop any openings you create in walls, floors, or ceilings.
d. Report preexisting openings to the Director; unreported openings may need firestopping at your expense.
e. Use anUL Classified Firestop System or anEngineering Judgment from the manufacturer that has been reviewed and approved by Plant Operations .
f. See the Barrier Integrity Policy for more details.
g. Follow containment and negative pressure requirements per PCRA guidelines.

Gases, Vapors, Fumes, Dust, and Mists:

a. Avoid exposure to toxic gases, vapors, fumes, dusts, or mists above OSHA or ACGIH limits (whichever is lower).
b. Use administrative and engineering controls to stay within safe exposure levels.
c. If controls aren't enough, use approved personal protective equipment or other protective measures.

General Inspections and Training:

Contractors must ensure all employees complete required health and safety training and provide proof when requested. See the checklist in the back of the Contractor's Handbook.

Grounds/Landscaping Protection:

Contractors must protect all existing landscaping, structures, and fixtures. Any damage must be repaired or replaced at their expense.

Hand and Power Tools:
Electric tools must be double-insulated or properly grounded and used with GFCIs.

Handheld Radios (walkie-talkies)

a. Radios are not allowed in patient care areas due to interference risks.
b. If use is necessary, submit device specifications for review to ensure safety.

Hazard Communication and Chemical Safety:

a. CVMC will provide contractors with information about any job site hazards, following OSHA and Hazard Communication standards. This information will be shared in the project specifications and reviewed at the pre-construction meeting.
b. Contractors must keep Safety Data Sheets (SDS) for all materials on-site for review by the Director of Facilities Planning and Construction and the Safety Officer.
c. If chemicals have strong odors or significant hazards, contractors must submit the SDS in advance to the Director (or designee) for Safety Officer review before use.
d. Contractors must have an effective hazard communication program that includes:
    1. A written hazard communication plan.
    2. A list of all on-site chemicals.
    3. SDS for each chemical.
    4. Proper labeling of all containers using GHS standards.
    5. Employee training on chemical hazards and protection.

Hazardous Waste Disposal:
All hazardous and universal waste must be disposed of according to local, state, and federal laws. Hazardous waste may not be left on CVMC property. If hazardous waste is expected, notify the CVMC Director of Facilities Planning and Construction or the ~~Director of~~ Emergency Management and Environmental Compliance Manager before work begins. The contractor is responsible for all disposal costs and must coordinate arrangements in advance with the Director of Facilities Planning and Construction.

Health Screening for Workers:

a. Tuberculosis Screening: Contractors should ensure workers receive annual tuberculosis screenings, as recommended by OSHA, to detect active TB.
b. Hepatitis A and B: Contractors must train workers who may contact blood, body fluids, or human waste (e.g., plumbers) on Bloodborne Pathogens and the risks of Hepatitis A. Employers must offer the Hepatitis B vaccine to employees at risk and keep records of training and vaccination for inspection.
c. MMR Vaccine: Contractors should verify that workers born after 1956 have received at least one MMR vaccine dose or have medical proof of prior infection. Records must be kept on file for possible inspection.

Hot Work/Above Ceiling Permits:

a. Notify the Hospital Safety Officer each day before starting any welding, brazing, soldering, or any work above the ceiling grid on campus.
b. Work cannot begin without authorization and a completed hot work/ above ceiling permit.
c. The Hospital Safety Officer will keep the permits on file.
d. A hot work tag must be posted at the job site, and all listed safety rules must be followed.

e. Contractors must provide a fire watch with a proper fire extinguisher. Any fines from a preventable false fire alarm will be charged to the responsible contractor.
f. Failure to follow permit requirements may result in work stoppage at the contractor's expense.

Housekeeping:

a. Keep the job site clean, with daily removal and proper disposal of combustible scrap and debris.
b. Use self-closing metal containers for waste soaked with flammable liquids.
c. Provide approved containers for collecting and separating all trash.
d. Store or secure all tools and materials at the end of each workday.
e. All vacuums used on-site must have HEPA filters.

Interim Life Safety Measures:

a. Interim Life Safety Measures (ILSM) must be created and followed whenever construction, maintenance, or existing issues could affect Life Safety Code® (LSC®) compliance.
b. ILSM must be included in all stages of project planning and development.
c. Contract documents must outline how safe conditions will be maintained during all construction activities.
d. ILSM also apply when any fire protection system component is not working due to malfunction, maintenance, or other causes.
e. See the Interim Life Safety Measures Policy for more details.

Ladders:

a. Do not use ladders with broken steps, damaged rails, or other defects. Remove defective ladders from service and the job site immediately.
b. Do not use metal ladders for electrical work or near electrical conductors.
c. Hand-made ladders must be built for their intended purpose.
d. Provide enough ladders to ensure safe access to all work levels when stairs, ramps, or runways are not available.
e. All employees must be trained in proper ladder use, and training must be documented.

Lead Awareness:

a. Only state-licensed contractors may perform lead abatement work in North Carolina.
b. General contractors must have North Carolina State/EPA-certified lead training.

Liability/Insurance/Permits:

a. Contractors must provide proof of required liability and workers' compensation insurance before starting work and maintain coverage for the entire project.
b. Contractors must ensure all employees and subcontractors are legally authorized to work in the U.S. and keep verification documents on-site.
c. All necessary permits must be obtained, kept on-site, and posted as required.
d. Projects may be terminated if permit requirements are not met.

Liquefied Petroleum Gas (LP Gas):

a. LP gas may not be stored inside the hospital. All LP gas systems must use approved containers, valves, connectors, manifolds, and regulators.

b. Approved storage areas must have at least one approved portable fire extinguisher.

Lockout/Tagout:

a. All contractors must follow Lockout/Tag-Out standards on every job site.
b. Lockout/Tag-Out activities must be coordinated with the Director of Facilities Planning and Construction.
c. Contractors must use CVMC's Lockout/Tag-Out equipment or get prior approval from the Director for alternative equipment or procedures.

Medical Gas:

a. Any work that could disrupt medical gas services must be coordinated with the Director of Facilities Planning and Construction.
b. Only qualified personnel may work on medical gas systems.
c. All work must be approved and certified by a qualified third-party contractor.

Medical Services and First Aid:

a. If an accident occurs on CVMC property, contractors should follow their company's procedures. For serious injuries, the CVMC Emergency Department can provide care or stabilize the patient until further help arrives. Contractors may coordinate with hospital resources as needed.
b. In any emergency, call 911 (from a hospital phone, dial 9-911).

Motor Vehicles:

Follow all posted speed limits, keep fire lanes clear, yield to pedestrians, and give way to emergency vehicles. The campus speed limit is 10 mph unless posted otherwise. Do not park vehicles or equipment where they create hazards for drivers or pedestrians.

Noise and Vibration Measures:

a. Contractors must notify the Director of Facilities Planning and Construction before starting work that produces noise or vibrations.
b. Measures must be taken to control noise and vibrations to minimize disruption and protect patient care.

Office and Storage Buildings:

a. The Director of Facilities Planning and Construction must approve the location and size of all mobile storage units and office buildings before they are placed on-site.
b. All electrical and phone connections must be coordinated with the proper public utilities.

Painting/Coating/Sealant:

a. Contractors must notify the Director of Facilities Planning and Construction before starting any painting.
b. Use water-based, low-VOC primers, paints, stains, and finishes whenever possible.
c. Contact the Director before working on paint that may contain lead to arrange testing.
d. Follow dust control requirements during all painting activities.

e. Protect all existing finishes in areas being painted.
f. Aerosolized paints and adhesives are not allowed.

Parking:
Contractors park at their own risk and may only use designated employee parking areas. Do not block handicapped spaces, fire lanes, or park in patient areas. Vehicles in unauthorized spots may be towed. Restricted areas include the Doctor's, Day Surgery, MRI, Radiation Therapy, and Emergency Department lots, as well as visitor and patient spaces.

Personal Protective Equipment PPE:

a. Workers must wear all required personal protective equipment (PPE) as specified by OSHA.
b. Contractors must provide and maintain all necessary PPE that meets OSHA and ANSI standards.
c. Contractors must train employees on proper use and care of PPE. Not using required safety equipment may violate the contract and lead to default.

Plumbing work:

a. Plumbers must be trained in bloodborne pathogen awareness.
b. Remove and cap abandoned pipes at the main feed, or clearly mark them if they remain.
c. Clearly label all piping.
d. Dead-legs are not allowed.
e. Sanitize all new supply lines before use.
f. Contact the Director of Facilities Planning and Construction before using sewer snakes or augers.

Portable Media Devices:
Devices may not be used for entertainment purposes.

Pre-Construction Risk Assessment:

a. Contractors must get a Pre-Construction Risk Assessment from the Director of Facilities Planning and Construction before any demolition, construction, or work above the ceiling.
b. The Risk Assessment must be posted at the work area entrance for the entire project**.**

Project Start-Up, Parking and Staging:
A pre-construction meeting with the Director of Facilities Planning and Construction will be held to discuss:

a. Parking and staging arrangements.
b. Project schedules and impacts on hospital departments, including cleaning, noise, and system shutdowns; engineering staff must be involved in any system changes.
c. Verification of licenses and insurance.
d. Coordination for hazardous materials, abatement, and safety procedures.
e. Planning, documenting, and monitoring Interim Life Safety Measures.
f. Infection prevention procedures.

Respiratory Protection:

a. Contractors exposed to respiratory hazards must have a written OSHA-compliant respiratory protection program and provide a copy to the Director of Facilities Planning and Construction. If other controls are insufficient, contractors must provide and require use of proper respiratory equipment.
b. Respiratory protection must be appropriate for the specific hazards and the nature of the work.

Safety and Health Inspections:

a. CVMC may inspect the construction site at any time.
b. Contractors must:
    1. Ensure all staff are healthy to work in patient care areas.
    2. Conduct regular safety inspections of the worksite, materials, and equipment.
    3. Inform the Director of Facilities Planning and Construction of any OSHA complaints or inspections.

Safety Data Sheets:

Provide the Director of Facilities Planning and Construction with a list of all hazardous chemicals and their Safety Data Sheets (SDS) before starting work.

Storage:

a. Storage areas must have at least one approved portable fire extinguisher.
b. Stacked materials must be secured to prevent sliding, falling, or collapse.
c. Keep aisles and passageways clear and in good condition.
d. Do not block exits with stored materials.
e. Store materials considering their fire hazards.

Tools, Equipment, vehicles owned by CVMC:

CVMC tools, equipment, and vehicles are not available for use unless approved in advance. Contractors and workers must provide, maintain, and protect their own tools, supplies, equipment, and vehicles.

Transporting Construction Debris:

a. Coordinate all construction debris transport within the hospital with the Director of Facilities Planning and Construction.
b. Remove debris using predetermined routes and times to minimize contamination.
c. Cover debris completely to contain dust in patient areas and keep bins/carts clean.
d. Place approved walk-off mats at barrier area doors.
e. Immediately clean any dust or debris tracked outside the construction barrier.
f. Clean the debris route daily.

Trenching and Excavations:

a. Notify the Director of Facilities Planning and Construction before starting any trenching or excavation.
b. Follow all OSHA standards for trenching.
c. Barricade all open trenches.
d. A competent person must inspect excavations, surrounding areas, and protective systems daily.

Underground Utility Locations:

Contractors planning any digging, boring, tunneling, or earth-disturbing work that could affect buried utilities must notify the Director of Facilities Planning and Construction at least 48 hours (two working days) in advance.

Utility Service Interruptions:
Schedule planned utility interruptions at least two weeks in advance, when possible, and get approval from the Director of Facilities Planning and Construction.

Waste Disposal Containers:
Debris and waste containers must have closed, sealed, and lockable lids when not in use.

Weapons:
Firearms, sheath knives, mace, and other personal weapons are not allowed on hospital property.

Work Completion:
After completing work, contractors/vendors must give a clear service report to the Director of Facilities Planning and Construction describing the work done.

Work Permits Required (Hospital Specific):
Hot Work Permits, Infection Control Permits, Safety Permits.

Working Hours:
Recommended work hours are 6:30 AM to 5:00 PM unless otherwise scheduled. Any work outside these hours must be approved in advance by the Director of Facilities Planning and Construction.

Contractor's Checklist, Signature/Acknowledgement:

NAME OF CONTRACTOR:_____DATE:_____

Project Name and Location:_____

Project Commencement Date:_____

Estimated Project Completion Date:_____

Have you reviewed the following with the Facilities, Planning, and Construction Director?

Item	**Yes**	**No**
Check-in/Badging Requirements		
Chemical list and SDS		
Competency requirements		
Construction Barriers		
Construction Reporting		
Emergency Alerts		
Floor and Wall Penetrations		
Hot Work		
Infection Prevention		
Interim Life Safety Measures		
Liability/Insurance/Permit Requirements		
Noise and Vibrations		
Parking		
Pre-Construction Risk Assessment (PCRA)		
Project Start-up Information		
Utility Service Interruptions		

Contractor's Acknowledgement:

Contractor has reviewed and is responsible for all information contained in this Contractor's Handbook. General Contractor will have all sub-contractors review the contents of this handbook before the start of any construction or set-up of any construction Catawba Valley Medical Center (CVMC).

_____ _____

Name Company

_____

Project

Signature*_____Date:_____

*My signature verifies that I have read the Contractor's Handbook, am familiar with its contents, and agree to abide by it. I am aware of the appropriate resources for concerns relating to health and safety on the job, have received and will adhere to CVMC Infection Control Policy and Barrier Integrity Policy.

Sign-In and Badge processes verifies the Subcontractors have read, understand, and will abide by the Contractor's handbook.

Catawba Valley Health System
Pre-Inspection Form for Testing Needs (ACM)

Project:

Project Manager:

PCRA #:

Date of Walk Thru:

Participants Included in the Walk Thru (Prior to Demo):

Project Description - to include full scope of work with specific locations and materials involved:

_____

_____

_____

_____

_____

_____

_____

_____

_____

NOTE: This Form was designed to be used for ONE project scope.
Use a separate from for each project since the needs may vary on specific areas and/or materials.

If suspicious material is identified, person to complete or contact an outside vendor to complete testing processes:

Employee Name: _____

Employee Title:
_____

Phone #:
_____

If ACM is present and will be disturbed, removed, or abated (final report will be attached):

Name of Abatement Company: _____

Contact Name: _____

Phone #:
_____

Asbestos Abatement Contractor License #:
_____