

Villanova University
Facilities Management Office

Contractor Rules and Regulations

Updated March, 2007



VILLANOVA
UNIVERSITY

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1. General Overview

The purpose of this document is to outline the process, procedures, and expectations associated with the performance of work on the Villanova University campus.

As an educational community, learning is the primary goal of every activity at Villanova. Therefore, it is fully expected that any work taking place on our campus will not, in any way, interfere with this goal.

It is also fully expected that each member of our community, as well as each facility and our entire grounds, will be treated with the highest level of respect while any work takes place on our campus.

Ultimately, the goal of each contractor who provides any service or performs any work on our campus should be to provide a finished product with the highest level of quality for a competitive price, while respecting the University's Mission and each aspect of the Villanova Community.

Please be sure to thoroughly review each aspect of this document so that the services provided can be completed in a successful manner.

Please note: It is recommended that a set of these Rules and Regulations be kept on the project site by the contractor's on-site representative for reference throughout the course of the project.

2. Bidding / Negotiating

All bids / proposals submitted to the Facilities Management Office (FMO), for contracted services on our campus, must adhere to the following:

- All bids must be submitted on the required Bid Form issued with each project's Bid Package and must be filled out in their entirety.
- Must be submitted by the required deadline (either in person, by mail, fax, or e-mail).
- Must include all required alternates, schedules, personnel information, etc.
- Must be signed by an officer of the Company

Any bid / proposal that does not fully comply with the above will be considered incomplete and may be rejected by the Facilities Management Office.

3. Contracts

All work must take place under a University issued Contract and/or associated Purchase Order (P.O.). The terms of the Agreement / P.O. – which are not negotiable and will not be changed under any circumstances - will be issued with the bid documents and must be reviewed by the bidding firm **prior to submitting a bid / proposal**.

Once a bid / proposal is received, the University will assume that the Contractor is fully aware of and fully accepts all terms of the Agreement / P.O. and will complete their work, for the price submitted, in complete accordance with these terms.

4. Sales tax

Since Villanova University is a tax-exempt institution, sales tax should only be applied to goods or services as required by Federal and / or State regulations. Although the FMO Project Manager may provide a set of tax requirement matrices to the contractor (to help define what goods/services are tax exempt) it is the sole responsibility of the contractor to review all applicable tax requirements and submit their bids/proposals accordingly (i.e. exempt of tax as appropriate). The FMO Project Manager will require the contractor to report, prior to the award of a project contract, the amount of tax withheld (as “exempt”) from the price of the good/service.

A copy of the state tax requirements can be found on the University's procurement website: <http://www.purchasing.villanova.edu>

Please note: upon request from the contractor, the FMO Project Manager can provide a copy of the University's tax exempt certificate.

5. Insurance

Insurance must be provided as required in the Agreement and / or the Bid Documents. The Contractor shall not take exception to the insurance requirements and must include, in their bid / proposal, the cost to provide the limits required by Villanova.

If the Contractor anticipates any difficulty satisfying the University's insurance requirements, they must notify the Facilities Management Office immediately so that the Bid Documents can be returned.

6. Safety

The Contractor, and all subcontractors / vendors working for them as part of their Agreement with the University, must adhere to the University Safety Guidelines included in Appendix A. Any contractor, subcontractor, or vendor found to be in violation of any of the University Safety Guidelines will be asked to correct the situation immediately. If proper corrective action is not immediately taken, the individual (s) will be asked to leave the University premises immediately and the University will correct the situation at the Contractor's expense.

If a Life Safety hazard is created by the negligence of any contractor (or any of their subcontractors / vendors) and not immediately corrected, the University will correct the condition at the Contractor's expense and the Contractor will not be allowed to perform any services at the University in the future. The Contractor will be reimbursed for any expenses to date on the project and will be expected to vacate the campus immediately upon notification from the University.

Please note: the Villanova Contractor Safety Guidelines are not intended to replace, minimize, hinder, or interfere with the Contractor's own safety program or the safety requirements governed by OSHA.

7. Deliveries

This section refers to all project related deliveries, which includes but is not limited to, all tools, material, equipment, cranes, dumpsters, etc.

All deliveries to a project on campus must be planned and coordinated to avoid any conflict with University activities. Prior to the start of any project, the Contractor must review the sequence of deliveries with the designated FMO Project Manager. Although frequent and regular deliveries are expected, it is the Contractor's sole responsibility to ensure that students, faculty, and staff are not inconvenienced by noise, traffic, blocked roads / walkways / doorways, dust, etc. resulting from a delivery.

Should a particular delivery require any road or walkway closures, or potentially inconvenience students, faculty, and staff, the Contractor must coordinate the exact day/time of the delivery **no less than five (5) business days** in advance of the delivery with the FMO Project Manager, who will notify the affected parties on campus.

It is also the Contractor's sole responsibility to receive any and all deliveries for their work on campus. As a result, any delivery that arrives on campus that is not received or met by a Contractor representative will be rejected and asked to leave the campus.

Please note: Any and all costs associated with a rejected delivery that was not properly coordinated (including the costs to accelerate the project to makeup lost time resulting from a rejected delivery) will be fully borne by the Contractor and will not be included in any invoice or change order request to the University.

8. Jobsite Cleanup

Throughout the project, the Contractor must maintain a clean, safe, and secure jobsite with the use of their own resources and workforce – this is fully expected for all work areas in and around buildings on campus, as well as all roads leading to and from the building in which the project is taking place. At no point, will the University be

responsible for cleaning any part of the jobsite or ensuring the safety and security of material, tools, etc..

If it becomes evident to the University, at any point in the project, that the Contractor is neglecting their responsibility to maintain a clean jobsite, the University will immediately address and clean the neglected areas at the Contractor's expense (i.e. upon completion of the remedial work, the University will notify the Contractor the cost to be deducted from their next payment application). This includes cleaning any roads covered with dirt/mud resulting from any excavation or digging operation on campus.

9. Debris Removal

All contractors are responsible to remove any debris created during a project from University premises at their own expense. This is required for all projects, regardless of size or schedule. Any debris that is placed in a University dumpster, without written approval from the FMO Project Manager, will cause that dumpster to be removed / emptied / replaced at the Contractor's sole expense (i.e. the University will deduct the cost of the dumpster change from the Contractor's next invoice).

Where dumpsters are required, the location and schedule for placing dumpsters must be reviewed and approved by the FMO Project Manager, prior to delivery. Any dumpster that is delivered without approval from the FMO Project Manager will be removed from the campus at the Contractor's expense.

10. Payment Applications

All payment applications must be submitted on form **AIA G702** and mailed, on a monthly basis, as follows:

**Villanova University
Facilities Management Office
Maintenance Building
800 Lancaster Avenue
Villanova, PA. 19085
Attn: Anne Ryan**

Additionally, all invoices must include the following:

- Villanova Purchase Order Number.
- Name of the Villanova Project Manager or Maintenance Personnel involved with the work.
- Short description and location of the work (building, room #, etc.)

Any invoices that are not submitted correctly will be deemed incomplete and will not be processed for payment.

Each month, 10% retainage (as defined on the AIA Form) will be held until the completion of the project. Once the project is Substantially Complete and the Contractor is in the process of completing the punchlist, the retainage may be reduced to 5%. The full retainage can then be released 30 days after the project and punchlist are fully complete and signed off by the architect and Project Manager.

11. Change Orders

Change order requests must be submitted to the FMO Project Manager, for approval, before any work associated with the change can be executed in the field. Once approval from the Project Manager is received, the work can be executed and the cost of the change can be included in the subsequent application for payment.

12. Vendor Profile Forms

Prior to the submission of any applications for payment, each contractor contracted with the University is required to have a completed Vendor Profile Form on file with the University's Procurement Office. This form can be submitted with the bid/proposal or can be returned with the signed contract.

The form can be found in Appendix 'B' and on the University website at the following location:

<http://www.purchasing.villanova.edu/policy/vendorpro.pdf>

13. Schedules

Each contractor must submit a Critical Path Method ("CPM") project schedule with their bid / proposal and must update this schedule on a monthly basis (at a minimum) throughout the project. This schedule is a strict requirement of the each project and must be completed prior to the approval/processing of any applications for payment.

Schedule requirements are as follows:

- Each schedule must include all key project tasks, including submittals, permitting, inspections, construction activities, startup, punchlists, etc.
- Each schedule must be completed in a bar ("Gantt") chart format and must include the durations included for each activity.
- Each monthly update must indicate the progress completed to date in each activity and must adjust future activities that may be required to change due to work completed to date or changes to the project's scope of work.

Please note: Exceptions from this requirement can only take place with written approval from the Director of Engineering and Construction.

14. On-site Behavior

It is fully expected that each contractor (and their employees, subcontractors, vendors, etc.) will behave in a professional manner while working for the University on or around the Villanova campus. Any worker that acts unprofessionally or creates a nuisance, disturbance, or unnecessary inconvenience for any Villanova student, faculty, staff, or community neighbor will be removed from the project immediately and will not be allowed to work on any University projects in the future. Additionally, any repeat offenses by members of the same contractor, subcontractor, or vendor, will result in that firm being removed from any future bid opportunities on campus.

Radio playing: Although radios are allowed on a jobsite, the contractor must control the volume to not inconvenience or disturb any Villanova student, faculty, or staff.

15. Shutdowns / Tie-Ins

All shutdowns required for a project must be discussed, coordinated, and scheduled with the Project Manager prior to the start of any project on campus.

All minor shutdowns of or tie-ins to any University systems (see Fire Alarm below) must be coordinated with no less than **72 hour advance notice**. If appropriate notice is not given, the shutdown/tie-in may not occur and the contractor will be fully responsible to rectify the schedule impact that may result (at no cost to the University).

Please note: Any major shutdowns that may affect a critical University operation or a significant portion of the campus may require long-term planning and advanced notice and will only take place with advance written approval from the FMO Project Manager.

Fire Alarm shutdowns: Any shutdowns to a building Fire Alarm system, for burning operations, tie-ins, etc., must be scheduled with the FMO Project Manager **ten (10) days** in advance of the work. Similar to other shutdowns, if appropriate notice is not given, the shutdown/tie-in may not occur and the contractor will be fully responsible to rectify the schedule impact that may result (at no cost to the University). **Additionally, the contractor responsible for the fire alarm tie-in (and requesting the shutdown), must remain on-site until the system is back on and fully operational.**

16. Parking

All contractor personnel must park on campus as directed by the FMO Project Manager. It should not be assumed that any project personnel (including superintendent, foreman, etc.) will have parking on main campus or in a location adjacent to the project site. It is typical and should be anticipated that all project personnel (including those with “work trucks”) will be required to park in the Main Lot on the south side of Lancaster Avenue.

Please note: a Contractor Parking Pass will be required for all personnel intending to park on campus (including the Main Lot) at any point during the project. The FMO Project Manager will issue parking passes as necessary.

Appendix A

Villanova Contractor Safety Guidelines

The purpose of these guidelines is to highlight safety requirements applicable to contractors and persons performing work on facilities or property of the University. The health and safety of contractors and their employees or subcontractors is important to the University. The University is committed to maintaining a safe and healthful workplace for its employees, visitors, and contractors.

Contractors must follow all federal, state and local laws as well as any applicable University policies.

Hazards

- Contractors must ensure that employees or subcontractors recognize job hazards and risks and follow safety procedures or safety plans.
- Contractors must notify the Facilities Management Office (FMO) and Environmental Health & Safety (ext 9-3801) of safety hazards observed.
- The contractor shall maintain Material Safety Data Sheets (MSDS) on-site for the duration of the project. Contact the Environmental Health & Safety Office (ext 9-3801) if this presents a problem.
- Waste debris and hazardous waste must be discarded in accordance with all applicable federal, state, and local regulations.

Safety

- All workplace health and safety and other instructions given by authorized University personnel must be followed.
- Personal Protective Equipment (PPE) must be supplied and used as trained by the Contractor.
- The Contractor is required to furnish all necessary signage and clearly designate “restricted access” areas. ***The safety signage must clearly state the personal protective equipment that must be worn by the employees and visitors to the restricted access areas*** (i.e. “Hard Hat Area”, “Ear Protection Is Required In This Area”).
- All equipment, tools, and testing meters used must be suitable for the work, in good working order, regularly inspected, and calibrated per manufacturer’s instructions.
- Employees or subcontractors must be trained and technically, professionally or legally competent to do the work. (i.e. certifications, training records)

General

- Smoking in any University building is prohibited. Smoking is only permitted outside campus buildings providing the person is 25 feet from an entrance or exit, air intake duct or window.
- The use of drugs and alcohol by the Contractor and all employees of the Contractor, including subcontractors, are strictly prohibited on University property. The Contractor is responsible for policing their employees to guard against the use of drugs and alcohol. Any Contractor or supervisor that takes a casual approach to this policy will be dismissed immediately.
- Contractors working inside University buildings shall prominently display ID badges on their clothing or be otherwise identified by clothing that identifies their company name.
- Contractors must comply with evacuation procedures in place throughout the University. Contact the Project Manager for a copy of the evacuation plan.

Appendix A (cont.)

Hot Works Procedures

Purpose

To establish a procedure to assure that cutting, burning, welding and other hot work for maintenance, renovation, construction or modification of equipment or buildings is performed safely. These operations introduce ignition sources into a building that must be controlled to minimize the possibility of an unanticipated fire.

Scope

All buildings on the Villanova University campus including the main, west and south campuses and the administrations buildings located on the south side of Lancaster Avenue.

References

American National Standards Institute, Z49.1-1967.

Occupational Safety & Health Administration, 29 CFR 1910.252.

National Fire Protection Association, 51B

Any contractor who may be scheduled to perform a hot work operation must comply with the following:

1. Comply with the provisions of the Occupational Safety & Health Administration stated in CFR 29 1910.252 and section (IV) (A) (1 through 8, and 10) of this procedure.
2. Provide a copy of the contractor's Hot Works Permit Procedure to the FMO Project Manager, prior to the start of the work.
3. Obtain a Cutting-Welding-Hot Work permit from the Project Manager and inspect the work area and satisfactorily respond to each question on the inspection checklist.
4. Upon expiration, return the expired hot work permits to the responsible Project Manager.
5. Provide the fire extinguisher(s) required for a fire watch. Contractors are **not permitted** to use Villanova University's fire fighting equipment.
6. Determine, in advance, the location of the nearest fire alarm pull station.

Appendix A (cont.)

Lockout / Tagout Procedures

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I. Purpose

This procedure establishes requirements for the lockout of energy isolating devices whenever servicing or maintenance is performed on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start up of the machine or equipment or the release of residual energy could cause injury. Potential energy sources covered by this procedure include, but are not limited to, electrical, hydraulic, pneumatic, thermal, steam, springs, water pressure, compressed gas and gravity (i.e., unsupported parts or objects).

II. Scope

This procedure is applicable to all employees of Villanova University and to all contractors working on site. Failure of University employees to comply with this procedure shall result in disciplinary action up to and including termination.

III. Definitions

Affected Employee - An employee whose job requires him/her to operate or use a machine or equipment on which service and/or maintenance work may be performed under lockout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized Employee - An employee who implements this lockout procedure on machines or equipment to perform the servicing or maintenance required on the machine or equipment. An Authorized Employee and an Affected Employee may be the same person when the Affected Employee's duties also include performing service or maintenance tasks on a machine or equipment which must be locked.

Authorized Supervisor - A Villanova University supervisor who, in addition to receiving annual training on the University's lockout procedures, is knowledgeable with respect to energy sources available at the University, the hazards of these energy sources, and the appropriate means of disconnect or isolation. The Authorized Supervisor's responsibilities include:

- The authority to assign Authorized Employees to tasks requiring lockout.
- The authority to place a Facility Lock on an energy source that must remain isolated due to shift change, the job not being completed, or other reasons.
- Conversely, the authority to remove such locks.
- The authority to instruct Affected and Authorized Employees regarding their safety responsibilities under this procedure.

- The authority to approve the removal of an abandoned lock.
- The responsibility to be the first person to apply, and the last person to remove, a Facility Lock to equipment under contractor's jurisdiction.
- The responsibility to maintain the Facilities Services Log regarding contractor lockout activities.
- The responsibility to conduct periodic audits to assure that the work practices of Authorized Employees are in conformance with this procedure.

Energized - A machine or equipment that is connected to an energy source, or contains residual or stored energy.

Energy Isolating Device - A mechanical device that physically prevents the transmission or release of energy, including, but not limited to the following: a manually operated circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block or any similar device used to block or isolate energy.

Note: This term does not include a selector switch or any other control circuit type devices.

Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout - The placement of a lock or lockout device on an energy isolating device in accordance with this procedure. The lock or lockout device shall ensure that neither the energy isolating device or the machine or equipment being controlled can be operated until the lock or lockout device is removed.

Lockout Capable - An energy isolating device will be considered to be lockout capable if it is designed with a power disconnect or an integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built in.

Note: Other energy isolating devices will also be considered to be lockout capable if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Lockout Device - A device that utilized a positive means, such as a lock, hasp, or chain, to hold an energy isolating device in the safe position and prevent the energizing of the machine or equipment.

Locks - Locks supplied by the University for this program shall be non-mastered, individually keyed padlocks. Combination locks may not be used. To assure that the padlock will fit all electrical disconnects, the shackle diameter cannot exceed 5/16" (8mm). The length of the shackle measured from the body of closed Lock to the inside curve of the shackle cannot exceed 2" (51mm). When issued, the locks shall be marked with the Authorized Employee's name and the lock number.

Authorized Employee Lock - Meets the description above, and has a body that is red in color. These locks shall only be used to protect Authorized Employees engaged in activities requiring lockout.

Facility Lock - Meets the description above and has a body that is black in color. These locks shall only be available to Authorized Supervisors. The Facility Lock shall be used to control energy sources that must remain isolated when no Authorized Employee is at risk, or to assure that Authorized Employees are protected during contractor lockout activities.

Residual or Stored Energy - The energy which is retained in a machine or equipment when the power supply disconnect is placed in the "OFF" position. Power capacitors, electric or magnetic fields, hydraulic pressure and steam lines are examples that may contain residual energy if not properly dissipated.

Servicing and/or Maintenance - Workplace activities such as constructing, installing, adjusting, inspecting, setting up, modifying and maintaining and/or servicing machines or equipment.

Tags - A prominent warning device which can be securely fastened to an energy isolating device to warn that the energy isolating device and the equipment being controlled may not be operated until the tag is removed. The tag may be removed only by the person who de-energized the equipment and applied the tag. See Appendix A.

IV. Responsibilities

Environmental Health & Safety

- Train and authorize employees to perform lockout. Annually, re-instruct all Authorized Employees regarding the provisions and requirements of this procedure.
- Provide the necessary guidelines to supervisors to train all other employees who are affected by this procedure in the discharge of their duties.
- Assure the necessary equipment (locks, tags, hasps, etc.) is available for use by Authorized Employees.
- Schedule and arrange periodic inspection of Authorized Employee lockout practices.

Supervisors

- Train all Affected Employees in their responsibilities under this procedure.
- Assess all machines or equipment requiring lockout. Identify all disconnect locations with a tag reading, "Lock Out Here."
- Enforce compliance to this lockout procedure, including the use of the University's disciplinary action process, as required, to ensure this procedure is followed.

Employees

- Authorized and Affected Employees shall comply with the applicable elements of this procedure.
- As necessary, Authorized Employees will consult with the Authorized Supervisor, or other appropriate individuals, whenever a non-routine task must be performed. Questions on how to lockout shall be resolved before attempting to perform the task. If lockout cannot be accomplished due to disconnect damage or other reasons, the Authorized Employee shall consult with the Authorized Supervisor on how to isolate the energy source and make the machine/equipment safe for servicing or maintenance.
- Each Authorized Employee shall understand the type and magnitude of the energy of the machine or equipment on which they will work prior to starting work on the equipment.
- Authorized Employee shall obtain locks, tags and other devices required to carry out the elements of this procedure. Authorized Employees shall use only locks issued under this procedure for lockout.
- Employees, upon observing a machine or piece of equipment which is locked and tagged out shall not attempt to start, energize or otherwise use that machine or equipment.

V. Lockout Application

The Authorized Employee shall notify all Affected Employees of the particular machine/equipment that servicing or maintenance is required on the equipment and that the equipment will be shut down and locked out to perform the necessary work.

Additionally, the Authorized Employee shall contact the Facilities Management Office, via two-way radio, and advise of the equipment being removed from service. The Facilities Management Office shall record this call on its log.

The Authorized Employee shall evaluate the potential hazards, determine the energy sources which must be isolated, locate such energy sources on the equipment and determine the method to isolate and lockout such energy.

Plug and cord connected electrical equipment shall have the equipment unplugged and the plug end protected by use of a lockable cover device. A cover device is not required if the plug is under the exclusive control of the Authorized Employee (in the employee's possession or in arm's reach and in line of sight of the employee).

Only after the equipment has been shut down (depress stop button, open switch, close valve, etc.) electrical disconnects, hydraulic valves, pneumatic valves, etc., shall be locked and tagged in the OFF position. Authorized Employees will apply their own lock(s) and tag(s) which have been provided for this program. "Danger - Do Not Operate" tags shall be attached to the energy isolating device which has been locked out. The Authorized Employee shall write his/her name, the date and the reason for lockout on the tag. Tags shall only be used in conjunction with locks.

Once lock(s) have been applied, residual or stored energy (such as in capacitors, springs elevated machine members, hydraulic systems, and air, gas, steam, or water pressure, etc.) shall be dissipated or restrained by methods such as grounding repositioning, blocking, bleeding down, etc.

With no personnel in a hazard area, all energy sources will be tested (i.e. push motor start buttons, press activating buttons, visual check of valves, etc.) to **verify that the power is off and neutralized**. When service or maintenance is performed on electrical systems, a qualified electrician shall use test equipment to test the circuit elements and electrical parts to verify that they are de-energized. If the circuit to be tested is over 600 volts nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test.

All controls shall be returned to the neutral or OFF position after each verification test.

When two or more Authorized Employees work on the same equipment, each is responsible to attach his/her own lock(s) on the energy disconnect points. An employee shall not work under someone else's lock.

An Authorized Employee who is assigned to a job where a lock is already applied shall notify the employee working on the equipment of his/her arrival, and that he/she will also conduct a verification check to ensure the energy source(s) have been isolated.

The Authorized Employee making the check shall assure that no other employees are in a danger zone during such checks.

VI. Lockout Devices

Lockout devices supplied by the University for the purpose of isolating, securing and locking equipment or machinery from energy sources shall be the only devices used for controlling energy and shall not be used by employees for any other purposes. The University has made available locks that are singularly identified for this purpose. If any lockout device appears to be damaged or defective, it should not be used. The Authorized Employee to whom the device was assigned should immediately return the device to the Store Room to obtain a replacement device.

VII. Removal of Locks and Restoring Power

During servicing or maintenance, power may be turned on only when it is required to perform test or adjustments and when no employee is exposed to a hazard. When temporarily removing lockout devices to test equipment or machinery during service and maintenance, the Authorized Employee shall follow the sequence of steps, 1-7 below. Following the test/adjustments, the equipment shall again be locked out per the Authorized Employee's application guidelines if it is necessary to continue work on the equipment.

If the Authorized Employee must leave the job before its completion, such as a shift change or job reassignment, the Authorized Employee shall contact the Authorized Supervisor and he/she shall make a determination if the Authorized Employee will leave his/her lock in place. If the decision is to remove the Authorized Employee's lock and the reactivation of the energy source has the potential to present a hazard then the Authorized Supervisor must place a Facility Lock on the equipment before the removal of the last Authorized Employee lock. **The Facility Lock may only be removed by the Authorized Supervisor.** An Authorized Employee will work under his/her own lock and **no Authorized Employee will work solely under a Facility Lock.**

When servicing or maintenance is completed and the equipment is ready to return to operating condition Authorized Employees shall remove their own lock(s) and tag(s). The following steps shall be taken by the last Authorized Employee who removes his/her lock(s) from the equipment.

- 1) Check the machine and the immediate area around the machine to ensure that nonessential items (parts, tools, etc.) have been removed and that the equipment is operationally intact.
- 2) Inspect the work area to ensure that all employees have been safely positioned or are out of the area.
- 3) Assure all guards have been replaced.
- 4) Verify that the controls are in the neutral (OFF) position.
- 5) Remove the lockout devices and tags, and re-energize the equipment.
- 6) Test the equipment to assure it is operational.
- 7) Notify Affected Employees that the job is complete, that lockout devices have been removed, the equipment is ready for use and update the Facilities Services log.

VIII. Abandoned Lock Removal

If a Lock has been left in place by an employee, the Authorized Supervisor shall determine where the employee has gone. If the employee has left the premises, the Authorized Supervisor shall determine if it is necessary to gain access to the machine/equipment. If so, the Authorized Supervisor may grant authorization to cut the Lock from the disconnect. Before such removal, the Authorized Supervisor shall carry out the procedural steps for lock removal.

A reasonable effort shall be made by the Authorized Supervisor to contact the employee at home and inform him/her of the lock removal. Where the contact is unsuccessful, the Authorized Supervisor shall be responsible to notify the employee at the beginning of the next shift in which the employee returns to work that his/her lockout device has been removed.

A Facility Lock shall be placed on the equipment if the work is not completed.

For abandoned Lock removals the Authorized Supervisor will complete a report of the removal and forward copies of the report to the employee's Department Head and the Office of Environmental Health & Safety. See Appendix A-2.

IX. Troubleshooting

When conducting troubleshooting activity where energy sources must remain on to perform the task, extreme care shall be exercised to avoid placing any part of the body near an energized electrical circuit or in a hazardous zone. Blocking, pinning, line blanking or physical disconnecting may be required to secure the equipment in order to complete troubleshooting safely.

X. Contractors

Contract employees working under the direct supervision of University personnel shall be treated as University employees under the requirements of this procedure.

Contractors who are, or may become, engaged in activities which are within the scope of this procedure shall inform the applicable University Project Manager of their lockout procedures. Contractors shall provide to the Project Engineer a copy of their lockout procedure. The contractor's procedure must be as effective as the University's procedure.

Contractors shall not alter the state of a University disconnect, isolation device, machine or equipment without first reviewing their plan for lockout with the applicable Project Engineer. Acknowledgment will be in the form of the installation of a Facility Lock on the affected device(s). This lock will be the first on and the last removed from the contractor's hasp. **Only the Project Manager may install and remove a Facility Lock for work under a contractor's jurisdiction.**

The applicable Project Manager shall be responsible for coordinating contractor and University Authorized Employee work when both are engaged in activities requiring the lockout of machines or equipment. The applicable University Authorized Supervisor shall ensure that University Authorized Employees who may be exposed to lockout activities performed by contractors understand and conform to the contractor's lockout procedures.

The Authorized Supervisor shall record any contractor lockout activity in the Facilities Services Log and remove same from the log when the project is completed.

XI. Training

Different levels of training shall be provided to employees depending on their involvement or exposure to machines or equipment within the scope of this procedure. Documentation shall be maintained of all training activities. Documentation shall contain the name of each employee, the presenter's name, the information reviewed and the date of such training. Efforts will be made to obtain employee signatures.

1) Authorized Employees

Employees and supervisors who will or could use this procedure shall be provided training to assure they are capable of recognizing hazardous energy sources, types and the magnitude of each source found at the University. Training shall also be conducted on the methods and means to properly identify, isolate and control such energy. Authorized employees shall receive such training when initially hired, and annually thereafter.

2) Affected Employees

Affected Employees (employees who do not conduct servicing or maintenance on equipment) working at the University shall be trained on the existence and purpose of the written lockout procedure and instruct to never attempt to restart or re-energize the equipment or machine where a lock is in use. Affected employees shall receive such training when initially hired.

3) **Re-Training**

To assure employee competency in the lockout procedure all employees shall receive re-training under the following conditions:

- Annual refresher training (Authorized Employees): Anytime a new hazard is introduced through a job change, equipment or process change, etc. (Affected and Authorized Employees).
- Where the inspection audit reveals program deficiencies/deviations or inadequacies. If the inspection reveals inadequacies in an employee's knowledge as to proper use of the procedures, the specific employee shall receive re-instruction immediately (Authorized Employees).

XII. Periodic Inspections

At least annually Environmental, Health & Safety shall direct Facility Services to conduct a formal inspection to verify compliance with this procedure. Through random selection, at least 15% or 5 Authorized Employees, whichever is greater, will be inspected.

The auditor shall have each Authorized Employee selected individually demonstrate the application of the lockout procedure. Where deficiencies are noted during the inspection, guidance as to the correct procedure shall be given immediately by the auditor.

The auditor shall document the inspection utilizing the Lockout Inspection Form. If a trend or a significant number of deficiencies are noted during the inspection, then retraining of all Authorized Employees will be required.

**Appendix A-1
Villanova University
Lockout/Tagout Procedure**

ABANDONED LOCK REMOVAL REPORT

DATE: _____

TIME: _____

EMPLOYEE'S NAME: _____

EMPLOYEE'S DEPARTMENT: _____

MACHINE/EQUIPMENT: _____

NUMBER OF LOCKS REMOVED: _____

REASON FOR LOCK REMOVAL

AUTHORIZED SUPERVISOR

**AUTHORIZED EMPLOYEE SHALL BE NOTIFIED OF LOCK REMOVAL
BEFORE THE EMPLOYEE RESUMES WORK**

EMPLOYEE NOTIFIED BY: _____

DATE AND TIME OF NOTIFICATION: _____

AUTHORIZED SUPERVISOR

AUTHORIZED EMPLOYEE

Appendix A-2
Villanova University
Lockout/Tagout Procedure

LOCKOUT INSPECTION FORM

Date: _____ **Equip./Machine:** _____ **Location:** _____

Inspector: _____ **Authorized Employees:** (1) _____
 (2) _____
 (3) _____
 (4) _____

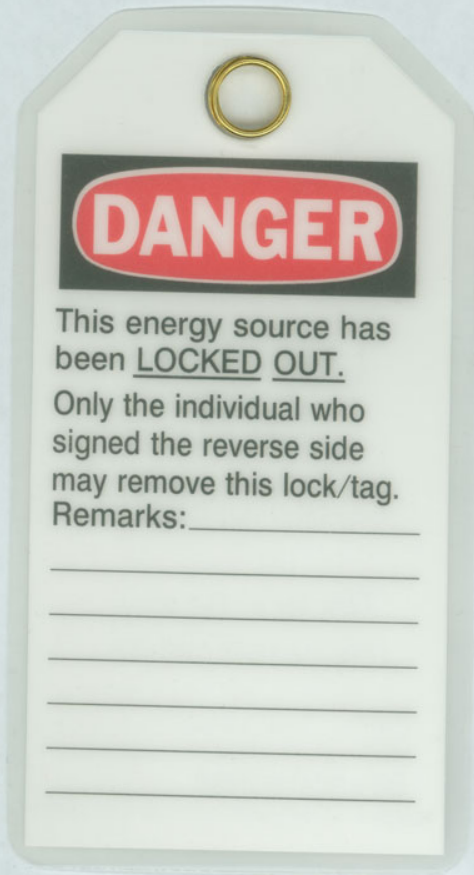
Inspection Item	Yes	No	N/A
Did the inspector review the Authorized Employee's responsibilities under the University's Lockout Procedure?			
Did the Authorized Employee have the necessary lockout equipment (Tags, Locks, hasps, chains, blocks, etc. available?)			
Did the Authorized Employee notify all Affected Employees of the need to perform Service or Maintenance work on machine/equipment?			
Is the Authorized Employee knowledgeable of the type, magnitude and hazards of the energy to be controlled?			
Did the Authorized Employee turn off or shut down the machine or equipment in an orderly manner?			
Did the Authorized Employee locate and operate all Energy Isolating Devices to isolate the machine or equipment from the Energy Source and apply a Lock and Tag to each device?			
Did the Authorized Employee verify that isolating and de-energization have been accomplished and return the controls to the neutral position?			
Was test equipment used to verify disconnect of electrical circuits exceeding 600?			
Did each Authorized Employee work only under his own lock?			
Were the following steps taken by the last Authorized Employee to remove his lock from the equipment: <ul style="list-style-type: none"> • Conduct an inspection of the work area to insure that the machine or equipment is operationally intact? • Conduct an inspection to assure that all employees are safely positioned? • Assure all guards have been replaced? • Verify the controls are in the neutral position? • Remove the Lockout Devices and Tags and re-energize the equipment? • Test the equipment to assure it is operational? • Notify the Affected Employee that the Lockout Device(s) have been removed? 			
Has the Authorized Employee(s) demonstrated an adequate knowledge of Lockout practices?			
Has a need for retraining been demonstrated?			
Has the Authorized Employee(s) received training in Lockout practices in the past 12 months?			

Appendix A-3
Lockout / Tagout

SAMPLE LOCKOUT TAG



FRONT



BACK

Appendix B

Vendor Profile Forms

(See Forms attached)

VILLANOVA UNIVERSITY VENDOR PROFILE FORM

Part I

Department Requesting Vendor _____	Employee Name _____
Vendor must submit an Insurance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Return all Forms to Name: _____	
Fax : _____	
Phone: _____	

Part II

COMPANY NAME	CONTACT PERSON				
PURCHASE ORDER ADDRESS					
CHECK ADDRESS (if different from Purchase Order Address)					
TEL NO.	FAX NO.	TOLL FREE NO.			
EMAIL:	Is your company Incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>				
PAYMENT TERMS:	Purchase Orders accepted via email? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Are any of the owners/owner's relatives currently employed by Villanova? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes please provide details on an attached sheet of paper.					
FEDERAL IDENTIFICATION NO OR SOCIAL SECURITY NO (must be completed)		DUN & BRADSTREET NO.			
PRIMARY TYPE OF BUSINESS					
DEALER <input type="checkbox"/>	DISTRIBUTION <input type="checkbox"/>	MANUFACTURER <input type="checkbox"/>	RETAILER <input type="checkbox"/>	SERVICE <input type="checkbox"/>	OTHER <input type="checkbox"/>
NUMBER OF YEARS * IN BUSINESS	AVERAGE ANNUAL SALES *	NET WORTH OF BUSINESS *	NORMAL INVENTORY VALUE *	APPROXIMATE SIZE OF * FACILITIES	NUMBER OF EMPLOYEES *
DESCRIPTION OF PRODUCT OR SERVICE					
INSURANCE: IS YOUR COMPANY INSURED? YES <input type="checkbox"/> NO <input type="checkbox"/>					
INSURANCE PROVIDER/PRODUCER _____					
INSURANCE CERTIFICATE: <input type="checkbox"/> Attached <input type="checkbox"/> Following <input type="checkbox"/> Not Submitted					
** (See Insurance Requirements Section 9 of terms and conditions)					
Vendor verifies that the above information is true and correct and that the vendor has read and understands the terms and conditions for doing business with Villanova University					
Questions regarding this form can be directed to: Villanova University, Procurement Department (610) 519-4231					

x	Title	Date
Signature		

PART III

OFFICE USE ONLY		
Vendor Approved (Procurement) _____	Vendor Approved (Insurance Manager) _____	Vendor Established _____

TO BE COMPLETED BY ALL FIRMS OR INDIVIDUALS PROPOSING TO DO BUSINESS WITH VILLANOVA UNIVERSITY

Instructions for Completing a Vendor Profile

Part 1 – Department

1. Villanova Departments must complete all sections of Part 1.

Note: It is important to remember to ask for an Insurance Certificate for those Vendors coming onto campus.

2. Departments may request a Vendor Profile directly from the Vendor.
3. Departments should send the completed Vendor Profile to the Procurement Department (fax number - 97716).

Part 2 – Vendor

1. Vendors must complete all sections in Part 2 of the Vendor Profile. Items marked with an “*” are optional fields, however, they will help Villanova to evaluate your company.
2. The Federal ID number must be completed by all non-corporations.

Part 3 – Financial Affairs

1. The Procurement Department will review each Vendor Profile as they are submitted.
2. Those requiring an insurance certificate will be held until the certificate is received.
3. Once received, the Vendor Profile and Insurance Certificates will be sent to the Insurance Manager for review.
4. The Financial Affairs Office will then approve or disapprove all vendors.
5. Departments will be notified of disapproved vendors.