

SAFETY INSTRUCTIONS FOR CONTRACTORS / VENDORS WORKING AT UCSF

UCSF expects its vendors and contractors to fully comply with all Occupational Health and Safety and Environmental Protection regulations and standards.

UCSF is a research and teaching facility with a unique work environment, and has certain safety precautions that must be observed by everyone who enters these facilities.

Upon entry to any UCSF facility introduce yourself to the occupants and explain the work you will be performing.

Laboratories and clinical/patient care areas have warning signs posted on doors, benches, fume hoods, and cabinets, which indicate restricted areas. For your own protection, before entering or performing work in these areas, please ask the laboratory personnel for clarification.

Make prior arrangements with the Building Manager and/or Project Manager for after-hours and weekend access to facilities and procedures to secure the worksite.

Coordinate with the Building/Project Manager and the affected building occupants before planning any utilities interruption.

Notify the Building/Project Manager and occupants if odorous chemicals (e.g., adhesives, pesticides, paints, solvents, etc.) will be used. Provide the Building/Project Manager with MSDSs for all the chemicals used.

Do not remove any ceiling tiles, or open any access panels, without consulting with the Building/Project Manager regarding potential asbestos hazards.

The UCSF Medical Center has a specific written ceiling access policy which must be followed. Consult with the Charge Nurse or Infection Control about infection control procedures.

If the job requires removal of ceiling tiles, ask laboratory personnel if ongoing experiments or sensitive equipment need to be covered, protected, or moved. Consult with Building/Project Manager regarding required safety procedures.

Notify the Building/Project Manager if work involves vibration or excessive noise before you perform work.

Smoking is strictly prohibited in all UCSF buildings.

No eating or drinking is permitted in any laboratory; discarding food containers, cups or wrappers in the laboratory waste container is prohibited.

Do not discard any construction debris in waste containers located inside laboratories. Remove construction waste from labs, offices, hallways, and elevators.

Do not stand or walk on any furniture or equipment.

Do not turn fume hood fans off without first consulting laboratory supervisor. If a fume hood fan is shut down, a notice must be posted at the affected fume hood(s).

Do not block elevators, exits, corridors, hallways, emergency showers, eye washes, fire extinguishers, or other safety equipment.

Report any accidents or damage in the work site to the Building/Project Manager and to the occupants immediately.

Do not open windows or prop doors open.

Do not unplug or move any laboratory equipment or computers unless authorized by the appropriate laboratory personnel.

All gas cylinders must be clearly identified for content and owner, and secured in an approved manner. Tying cylinders to railings is not approved!

All unsecured cylinders will be disposed as hazardous waste at contractor's expense.

Do not string extension cords across public hallways. All extension cords will be removed by Campus Fire Marshal.

All hazardous waste generated from the project must be collected by contractor and disposed of in accordance with applicable laws.

DO NOT dispose of the following in regular trash dumpsters:

- Paint
- Asbestos
- Solvents
- Compressed gas cylinders
- Or other restricted wastes

The Office of Environmental Health and Safety is authorized to stop all operations which are not compliant with health and safety or environmental regulations.

For additional information contact the Office of Environmental Health and Safety at 476-1300.