FASHION INSTITUTE OF TECHNOLOGY
OUTLINE FOR PREPARING WORK-SPECIFIC ENVIRONMENT, HEALTH AND
SAFETY (EHS) PLAN

Before commencing work on site at FIT, Contractor shall prepare a work-specific EHS Plan and submit the EHS Plan to both the Facilities Management and EHS Departments for review and approval. Such approval shall be given in a timely manner.

I) A work-specific EHS Plan is required in the following instances:

A) When proposed work will:

1) use regulated hazardous chemicals;
2) have the potential to generate fumes, vapors or dusts;
3) involve cutting torches or other spark-generating equipment ("hot" work);
4) generate any waste;
5) involve high-energy systems or
6) require any type of air monitoring.

B) When work involves the removal of less than 25 liner feet, or 10 square feet, of asbestos-containing material (that is greater than 1% asbestos). For work involving more than these amounts of asbestos, Contractor must consult with the EHS Department for additional guidelines.

C) When work involves the use of tools and equipment in areas where FIT employees or students are present.

D) When work involves construction, other than minor repairs or alterations to on-campus facilities.

E) When work involves dangerous environments, such as confined spaces, hazardous energy, use scaffolds greater than 10 feet high, or vehicle-mounted articulated booms.

II) Use the outline below to develop the work-specific EHS Plan. Contractor shall amend the work-specific EHS Plan as needed to accommodate work on-campus as it proceeds.

DESCRIPTION OF CONTENTS OF WORK-SPECIFIC EHS PLAN

III) GENERAL INFORMATION – PROJECT PLANNING

A) List primary information about Contractor’s firm and that of sub-contractors, if any, Project Name, FIT Bid Number and Contractor’s safety-related performance measurements on Table 1.

B) Describe the scope of work and list a breakdown of its specific tasks.

C) Provide a project schedule that, at a minimum, shows the anticipated start date of the work, the duration of each phase of the work, the anticipated date of completion of each phase, and the project completion date.
IV) WORK-SPECIFIC HAZARD ANALYSIS/RISK ASSESSMENT

A) Describe each task associated with the work of the project.

B) List the potential hazards, if any, associated with each task.

C) Provide copies of Contractor’s EH&S program applicable to scope of work.

D) List the types of protective work practices or personal protective equipment (PPE) Contractor will employ to carry-out each task.

E) Describe the types of exposure assessments that are needed to address potential hazardous exposures related to the work of the project. These include:

   1) Work practices and engineering controls Contractor will use to prevent exposure of Contractor’s employees to hazardous chemicals or hazardous energy;

   2) Work practices and engineering controls Contractor will use to prevent exposure of FIT students and staff to any detectable chemical exposure;

   3) Contractor’s use of respiratory protection and other protective equipment (PPE) and

   4) Qualitative or quantitative monitoring protocols, personal and area monitoring equipment, and contaminant action levels.

F) Attach copies of certified documentation of “Hazard Assessment and Equipment Selection” required by 29 CFR 1910.132 (d)(2) that complies with 1910 Subpart I Appendix B for all tasks in the work-specific EHS Plan.

G) Attach a copy of Contractor’s written Hazard Communication Program that OSHA requires for the work-specific EHS Plan.

V) WORK-SPECIFIC ENVIRONMENTAL, HEALTH AND SAFETY ELEMENTS

A) To address health and safety issues, the work-specific EHS Plan shall:

   1) Describe criteria for upgrading or downgrading personal protective equipment (PPE) or modifying work practices to control hazardous exposures during the work;

   2) Describe criteria Contractor will use to set up exclusion zones, including physical barriers and decontamination zones, as needed to prevent spread of debris and restrict access of unauthorized persons to work areas;

   3) List equipment Contractor will use for routine and emergency on-site communication;
4) Describe utility clearance and marking procedures to prevent damage to buried utilities, or to lines, piping, or cables located inside of walls and ceilings, if applicable;

5) Describe decontamination and cleaning procedures for Contractor’s employees and equipment to prevent the spread of debris. This includes procedures during work, at the end of each work day, and at the completion of the project before FIT’s final inspection of the work area;

6) Identify measures to manage dangerous environments, such as confined spaces, scaffold work greater than 10 feet, or articulated booms;

7) List “Hot Work” procedures involved in the work of the project. This may include, but not be limited to, work such as welding, burning, open flames, tar melting or other type of melting pots, grinding that throws sparks. (See Appendix 1 - “Daily Safety Management Work Permit”);

8) Identify the need for air monitoring or special testing to carry out the work. Include a listing of monitoring equipment or special tests and the Action Levels that Contractor will apply to project work;

9) Describe safety procedures for excavations more than four 4 feet deep and sloping or shoring procedures where excavations will exceed 5 feet deep;

10) Describe fire protection and explosive hazard review;

11) List the name and address of Contractor’s on-contract Confined Space rescue team;

12) Describe spill control procedures for chemical products Contractor will have on-campus during work. Include a listing of spill control or containment supplies that Contractor will have on-hand in case of a spill;

13) Describe the need for site coordination with FIT employees, other contractors on-site and other adjacent work groups. This includes identification of hazardous energy Lock Out and Tag Out requirements to make to work area safe and

14) Provide a listing of other safety equipment that Contractor will have on site during the work of the project.

B) To address oil, chemical and waste management issues, the work-specific EHS Plan shall:

1) Provide estimates of the types and amounts of waste (both hazardous and non-hazardous) that Contractor anticipates the work will generate. As applicable, provide a copy of a waste analysis plan that lists the types of analysis required, the USEPA SW-846 method number and the method detection limits;

2) Provide facility name, USEPA ID number, and a contact name for each facility that will transport and dispose of each of the waste streams identified above. Provide this information for any facility that will dispose of residuals from the treatment of project waste, as applicable;
3) On a copy of a drawing that will be provided by FIT, identify location where Contractor proposes to accumulate waste during work, to set-up exclusion zones and to provide employee decontamination areas;

4) Provide a statement that describes the methods that Contractor will use to minimize the amount of waste generated from the work of the project;

5) Provide a tabular listing, along with copies of Material Safety Data Sheets (MSDS), for any chemical products that Contractor intends to store or use on-site during the work. The listing shall include the product name, manufacturer’s name, type, amounts, intended storage location on FIT site, the specific use of the chemical and identification of any NYCDEP/USEPA regulated hazardous substances that Contractor intends to store or use on-site during the work. In all cases, Contractor must submit the listing before chemical products are delivered to the FIT campus;

6) On a copy of a drawing that will be provided by FIT, identify location where Contractor proposes to store chemical products on-site during work;

7) Identify the need, if any, to amend existing FIT emergency contingency planning documents. Such documents include, but are not limited to: Spill Prevention Control and Countermeasure Plan, Spill Prevention Report, Right-to-Know Survey and

8) List permits and Certificates of Fitness (NYCDEP, NYSDEC, USEPA, FDNY) needed to carry-out the scope of work and have copies on-site of permits and Certificates to carry-out project work.

VI) ON-SITE DOCUMENTATION

A) Contractor shall record initial and daily safety-related procedures on Table 3. These shall include:

1) Before start of the work, FIT’s Project Manager will conduct a FIT Hazard Communication briefing for Contractor’s employees;

2) Before start of the work, FIT’s Project Manager and Contractor’s on-site EHS Coordinator shall conduct a briefing for FIT employees in areas adjacent to work areas about proposed work;

3) Review of FIT Emergency Evacuation Procedures;

4) Listing of initial and ongoing project status meetings on-site with FIT Project Manager to address EHS concerns safety and health and

5) Scheduled and unscheduled employee safety briefings, toolbox talks.

B) Contractor shall provide a summary of the on-site EHS Coordinator’s EHS-related training and experience relevant to the work of the project.

C) Contractor’s employees shall sign-in daily with FIT Security in the A-Building Lobby.

D) For each work shift necessary to complete the project, Contractor’s on-site EHS Coordinator shall open and fill out the “Daily Safety Management Work Permit” (See
Appendix 1) at the start of each work shift and close the Permit at the end of each work shift.

VII) EMERGENCY RESPONSE PLANNING

Contractor shall review the summary of the Emergency Response Contact Names listed on Table 4 and provide the information as follows:

A) On a site map that will be provided by FIT, identify the primary and secondary routes for the evacuation of Contractor’s employees, including the “rally point” where Contractor’s employees will assemble and carry-out an accountability check in case of an evacuation;

B) List emergency response contacts with titles and telephone numbers. Contractor shall immediately call FIT Security and the FIT Project Manager in the event of a spill of oil, chemicals, waste water, or hazardous materials;

C) Identify the name, address and route to nearest hospital or Contractor’s wellness center and

D) Provide a listing of emergency equipment for first aid, personal protection, spill response, fire protection and rescue.
TABLE 1

Project Name: ___________________________ Bid Number: _________________

CONTACTOR ORGANIZATION CHART AND SAFETY DATA

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Name:</td>
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<td>Phone:</td>
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<tr>
<td>Vice President - Operations</td>
<td>Name:</td>
<td></td>
<td>Phone:</td>
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<tr>
<td>Director of Environmental, Health, and Safety</td>
<td>Name:</td>
<td></td>
<td>Phone:</td>
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<tr>
<td>Contractor EHS Program Development</td>
<td>Name:</td>
<td></td>
<td>Phone:</td>
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<tr>
<td>OSHA Total Case Recordable Rate (TCRR)</td>
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<tr>
<td>Days Away from work, or Restricted work or job Transfer (DART)</td>
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<tr>
<td>Experience Modification Rate (EMR)</td>
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</table>

Listing of On-site Subcontractors for project work, as applicable -

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
<th>TASKS</th>
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</table>
### TABLE 2
ON-SITE SUPERVISORY PERSONNEL

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME(S) AND ON-SITE PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site EHS Coordinator</td>
<td>:</td>
</tr>
<tr>
<td>Contractor Project Managers</td>
<td>:</td>
</tr>
<tr>
<td>FIT’s Project Manager(s)</td>
<td>:</td>
</tr>
<tr>
<td>Contractor’s Competent Persons</td>
<td>List all that Apply – Indicate not applicable areas for department/project work as “NA” For subcontractor employees, place subcontractor firm name in parenthesis after the employee’s name</td>
</tr>
<tr>
<td>• Confined Spaces</td>
<td>:</td>
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<tr>
<td>• Excavations</td>
<td>:</td>
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<tr>
<td>• Industrial Hygiene</td>
<td>:</td>
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<tr>
<td>• Electrical–Lock Out/Tag Out</td>
<td>:</td>
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<tr>
<td>• PPE, Respiratory Protection</td>
<td>:</td>
</tr>
<tr>
<td>• Hazard Communication (Required for each department and project. Identify responsible employee for each subcontractor)</td>
<td>:</td>
</tr>
<tr>
<td>• Fall Protection</td>
<td>:</td>
</tr>
<tr>
<td>• Scaffolds</td>
<td>:</td>
</tr>
<tr>
<td>• Cranes &amp; Derricks</td>
<td>:</td>
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<tr>
<td>• Blasting &amp; Use of Explosives</td>
<td>:</td>
</tr>
<tr>
<td>ON-SITE SUPERVISORY PERSONNEL</td>
<td></td>
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<tr>
<td>-------------------------------</td>
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<tr>
<td>Asbestos (Attach copies of Company license, supervisor and handler certificates for all employee that will perform work) :</td>
<td></td>
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<tr>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td>Silica</td>
<td></td>
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<tr>
<td>Hot Work (Complete and submit permits daily - see Appendix 1)</td>
<td></td>
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<tr>
<td>FDNY Certificate of Fitness-Torch Operations</td>
<td></td>
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<tr>
<td>FDNY Certificate of Fitness-Fire Guard</td>
<td></td>
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<tr>
<td>FDNY Certificate of Fitness-Fire proofing</td>
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<tr>
<td>FDNY Certificate of Fitness-Powder Activated Tools</td>
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<tr>
<td>FDNY Certificate of Fitness-Air Compressors ____________</td>
<td></td>
</tr>
<tr>
<td>FDNY Certificate of Fitness-Use of LPG and Use in Tar Kettles</td>
<td></td>
</tr>
<tr>
<td>FDNY REFRIGERATING SYSTEM OPERATING ENGINEER</td>
<td></td>
</tr>
<tr>
<td>FDNY Certificate of Fitness-Other ____________</td>
<td></td>
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<tr>
<td>FDNY Certificate of Fitness-Other ____________</td>
<td></td>
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<tr>
<td>DATE</td>
<td>TOPIC</td>
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<td>------</td>
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</tr>
<tr>
<td></td>
<td>FIT Haz Com Briefing</td>
</tr>
<tr>
<td>Briefing for FIT Employees in work area(s)</td>
<td>FIT briefing for all FIT Department Supervisors in areas where work may potentially affect FIT employees or students at start of work. Record name of FIT employee(s) briefed</td>
</tr>
<tr>
<td></td>
<td>Review of FIT Emergency Evacuation Procedures</td>
</tr>
<tr>
<td>TITLE</td>
<td>CONTACT NAME</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Contractor: MAIN OFFICE</td>
<td></td>
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<tr>
<td>Contractor President:</td>
<td></td>
</tr>
<tr>
<td>On-site EHS Coordinator</td>
<td></td>
</tr>
<tr>
<td>FIT Facilities Management</td>
<td>Ex. Director - George Jefremow Deputy Director - Allen King</td>
</tr>
<tr>
<td>FIT Environmental, Health and Safety Department</td>
<td>Director Joseph Arcoleo Coordinator Jean West</td>
</tr>
<tr>
<td>Contractor Project Manager(s)</td>
<td></td>
</tr>
<tr>
<td>FIT Security</td>
<td>Central Control</td>
</tr>
<tr>
<td>Occupational Safety And Health Administration, – Area Director</td>
<td>Provide Zip Code for the location of Accident</td>
</tr>
<tr>
<td>Location of nearest hospital and/or contractor’s wellness center</td>
<td></td>
</tr>
<tr>
<td>Rally Point and Accountability Check Location</td>
<td>In case of Building Evacuation Alarm</td>
</tr>
</tbody>
</table>

Note: Call FIT Central Control at 212/217-7777 in case of any emergency such as fire, chemical spills, injury requiring medical treatment, or exposure of contractor or FIT personnel to fumes, vapors, or dusts.
**APPENDIX 1 – SIDE 1**

**Fashion Institute of Technology**

**DAILY SAFETY MANAGEMENT WORK PERMIT**

1. **SECTION: JOB DESCRIPTION**
   - Initiator: 
   - Floor: 
   - Room(s): 
   - Time Covered by Permit: to 

   Describe Work Location and Tools to be Used:

   Conditions in area AND hazards to be introduced into area OR adjacent area:

   Is the adjacent department potentially affected by the work activity?  □ Yes □ No

   If marked “Yes” has the adjacent department been notified?  □ Yes □ No

2. **SECTION: SPECIFIC PRECAUTIONS**
   - **NOTE:** See Back of Permit for Further Information

   Is work area clear of Asbestos containing material?  □ Yes □ No

   Does work area require isolation to prevent spread of fumes, vapors or dust?  □ Yes □ No

3. **SECTION: PERSONAL PROTECTIVE EQUIPMENT (PPE)**
   - **MINIMUM MANDATORY PERSONAL PROTECTIVE EQUIPMENT:** (CHECK OFF IF REQUIRED)
     - Safety Shoes (OSHA Z41 Type)
     - Hard Hat (Type E & G)
     - Safety Glasses
     - Face Shield
     - Goggles
     - Burning Shield
     - Welding Hood
     - Respirator (type):
     - Breathing Air
     - Gloves (type):
     - Knee Length Boots

   Additional items:
     - 1
     - 2
     - 3
     - 4

   *Contractor must wear additional PPE if required by their work on OSHA

4. **SECTION: LOCKOUT/TAGOUT ITEMS**

   **NOTES:**
   1. Must use a permit if section #2 applies:
      - using spark or flame producing equipment,
      - chipping/core drilling/chemical use/demolition,
      - OR line breaking
   2. Refer to back of permit for definition of “Class I” and “Class II” hot work
   3. Refer to back of permit for examples of equipment and tools when a permit is required (under “Class I” and “Class II” definitions)
   4. Do not use permit for confined space entry.
   5. Document the hazards in the area and those to be introduced by the work. Also describe the work and explain the methods that will be used to do it.

   **AUTHORIZED PERMIT SIGNER:**
   1. Verify precautions noted in the applicable sections, by inspection prior to authorization (or do not proceed with work)
   2. Have department designee and adjacent department designee sign permit
   3. Distribute copies according to ledger at the bottom of permit
   4. Verify that work specific EHS Plan has been filed and is at work site
   5. Post the signed white copy at the work site
   **NOTE:** authorized permit signer must be an OSHA competent person
**HOT WORK CLASSES AND REQUIREMENTS**

"Class I" Hot Work involves equipment or ignition sources that can generate or "throw" random sparks, or has an open flame.

"Class I" ignition sources include, but are not limited to the following:

- All welding equipment
- Cutting, burning or brazing torches
- Open flames
- Electric grinders
- Self-powered equipment (with high tension sparks)
- Tar melting pots (roofing)
- Lead or sulfur melting pots (piping and sewers)
- Any other equipment or process capable of throwing sparks or flames.

"Class II" Hot Work includes the use of any tool or equipment in which the generation of the spark or flame is controlled or contained within the piece of equipment (like that created between the brushes and armature in an electric motor), or result in high localized temperatures.

"Class II" ignition sources may include, but are not limited to the following:

- Soldering irons
- Portable electric tools (scrapers, drills, saws, impact tools, sanders, etc)
- Sandblasting equipment
- Portable (mobile) Electrical compressors
- Any other equipment or process capable of producing high localized temperatures.

Once the equipment has been classified, based on the above criteria, use the matrix below to determine the appropriate responses to the questions on the front of this permit.

**FIRE WATCH DUTIES**

NOTE: Fire watch must be trained in the proper selection and use of fire extinguishers. A fire watch must be provided during coffee and lunch breaks.

**BEFORE START OF WORK**

1. Verify that all flammable/combustible material is at least 35 feet away or covered with flame retardant tarps.
2. Determine location of the nearest safety shower/eyewash
3. Verify that fire extinguisher(s) are the proper type for the work being done, and that they are in operable condition and adjacent to the fire risk.
4. Verify sprinklers are operational (if applicable)
5. Ensure that all prefabrication and other small work is performed in the shop, rather than at the work site.
6. Barrier off area if work is in vicinity of high pedestrian or vehicle traffic.

**DURING WORK**

1. Immediately stop all "hot work" operations and safely locate all workers if unsafe situation develops.
2. Immediately call (Security) at 212-217-7777 to report incident.
3. Attempt to extinguish fire provided it has not progressed beyond its incipient stage. Evacuate the area.
4. Report incident to EHS Dept.

**AFTER WORK**

1. Watch scene of work for 30 minutes for smoldering fires and inspect adjoining rooms and floors above and below.
2. Notify FIT Project Manager that work is complete.

**LINE BREAK MONITOR DUTIES**

**BEFORE START OF WORK**

1. Determine location of the nearest safety shower/eyewash
2. Wear the same personal protective equipment as those actually breaking the line.
3. Have a sufficient amount of the proper spill containment material available at the work location.
4. Ensure that the lockout/tagout requirement have been completed.

**AFTER WORK**

1. Inspect area
2. Notify FIT Project Manager that work is complete.

**CHIPPING/CORE DRILLING/CHEMICAL USE/DEMOLITION**

**BEFORE START OF WORK**

1. Follow Hot Work requirements if applicable
2. Assess work area and adjacent area to determine potential impacts
3. Isolate the work area (and adjacent areas as required) to prevent unauthorized access, to protect against flying/falling debris, and to control dust generation.
4. Position a person on the floor below as needed.
5. Determine where all debris will be disposed of.

**DURING WORK**

1. Continuously monitor work areas to avoid unauthorized access.
2. Immediately stop the work and re-assess precautions if any unsafe condition develops or if an incident occurs.
3. For core drilling, immediately notify Engineering if contact is made with an embedded electrical conduit, waterline, compressed airline, etc.

**AFTER WORK**

1. Clean up and properly dispose of all debris.
2. Perform an inspection of core drill hole to check for conduit.
3. Perform final inspection of the area to verify cleanliness prior to closing out the permit.
4. Notify FIT Project Manager that work is complete.

NOTE: Permit is valid for one eight (8) hour period. File a new form for each additional eight hour work period.

<table>
<thead>
<tr>
<th>Classrooms/Laboratories</th>
<th>Permit Required</th>
<th>Fire Watch Required</th>
<th>Atmospheric Monitoring Required</th>
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<tbody>
<tr>
<td>Class I</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Class II</td>
<td>Yes</td>
<td>N/A</td>
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<table>
<thead>
<tr>
<th>Offices/Outdoors</th>
<th>Permit Required</th>
<th>Fire Watch Required</th>
<th>Atmospheric Monitoring Required</th>
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<tbody>
<tr>
<td>Class I</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Class II</td>
<td>Yes</td>
<td>N/A</td>
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<th>Maintenance Shops</th>
<th>Permit Required</th>
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<tr>
<td>Class I</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Class II</td>
<td>N/A</td>
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*Permit not required for normal maintenance shop operations