

WILLIAMS COLLEGE

WORK RULES

Compliance with the following Work Rules is mandatory.

AA/EOE - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

It is the policy of Williams College to pursue any and all appropriate action to ensure that Minority and Women-Owned Business Enterprises, (i.e., independent business concerns which are at least 51 percent owned and controlled by minority group members (citizens of the United States or permanent residents who are Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan Native), or women, whose ownerships in the concerns are real, substantial and continuing and who have and exercise the authority to independently control the decisions of the concerns), are given the opportunity to participate in the Williams College construction program. Accordingly, Williams College seeks the cooperation of all bidders in carrying out this policy and the bidder to whom the Contract for the Project is awarded shall exercise its best efforts in soliciting and obtaining the participation of Minority and Women-Owned Business Enterprises as subcontractors and suppliers thereon. For contracts of \$1,000,000 or more, the Contractor shall provide a monthly report to the attention of the Project Manager and the Executive Director of Planning and Construction, on its efforts and on the percentage of the project budget(s) being carried out by such Enterprises. These reports are subject to periodic review by the Office of Institutional Diversity and Equity and by the College's Senior Administration. Periodically Williams College and the Contractor will seek availability data on Minority and Women-Owned Business Enterprises in the local and regional areas, through appropriate agencies such as chambers of commerce or boards of trade, offices of state employment or economic affairs, etc.

MINORITIES AND WOMEN WORKFORCE PARTICIPATION

It is the policy of Williams College to affirmatively seek the participation of minorities and women within the various categories of employment at the College. Consequently, Williams College seeks the cooperation of all bidders in carrying out this policy and the contractors to whom projects are awarded shall exercise their best efforts in soliciting and obtaining the participation of minority and women in their work force (laborers and on-site personnel). For contracts of \$1,000,000 or more, the Contractor shall submit monthly reports to the Williams College Project Manager and the Executive Director of Planning & Construction showing minority and women work force participation including trainees for each occupation utilized in the work on an occupation-by-occupation basis including trainees. The minority and women work force participation for each occupation is to be expressed as a percentage equal to the person-hours of training and employment of minority and women employees used by the Contractor and any sub-contractor in that occupation divided by the total person-hours of training and employment of all workers (including supervisory personnel) used by the Contractor and any sub-contractor in that occupation. These reports are subject to periodic review by the Office of Institutional Diversity and Equity and by the College's Senior Administration.

Periodically Williams College and the Contractor will seek availability data on minority and women in the local and regional population and as available, in the workforce.

CLEANING

The Contractor shall maintain a clean, orderly site at all times.

CLOTHING

Sleeved shirts, long pants and work shoes/boots must be worn while working on the Williams campus. Shorts, tank tops and tennis shoes or open toed shoes are not permitted.

COLLEGE SEAL (USE OF)

The use of the College Seal standing alone is restricted to the Office of the President and the Board of Trustees. Contractors or consultants may not utilize the College Seal in any publications or web pages.

COMPRESSED GAS CYLINDERS

All propane cylinders must be stored outside of buildings - no exceptions.. Compressed gas cylinders shall always be restrained securely with a chain, belt, or stand at all times to prevent them from falling over. Secure the cylinder above its center of gravity (~2/3 up the cylinder). Whenever the gas cylinder is not in use or is being moved, the valve cap must be securely attached and at all other times unless a regulator is attached to the cylinder. Flammable gases must be stored separately from oxygen and combustible materials by at least 20 feet.

CONFINED SPACE ENTRY, SUPERVISION AND TRAINING

Any work involving the need to enter a confined space must only be done by someone who has completed the Williams College Confined Space Awareness Training within the past year and must be performed in full compliance with all policies and procedures. The policies and procedures covering confined space entry are available and can be accessed in the Facilities Office of Safety & Environmental Compliance.

COVID-19 REQUIREMENTS

External contractors/consultants/vendors acknowledge the need to ensure a safe environment for the students, employees, volunteers, and visitors of Williams College and the owner's campus in regard to the coronavirus COVID-19. Accordingly, as of June 1, 2021, all outside contractors and vendors shall comply with the protocols set forth by the Commonwealth of MA while they are on the Williams campus. This includes wearing a mask if unvaccinated. In addition to the Commonwealth of MA protocols, vaccinated or unvaccinated contractors/consultants/vendors shall wear masks while performing work inside of any college buildings.

The external contractor/consultant/vendor also agrees that all of its direct or lower tier subcontractors or subconsultants shall adhere to the regulations set forth by the college and the Commonwealth of MA while on the Williams campus.

The Owner may halt the work of the contractor/consultant/vendor if same is not abiding by the College's or Commonwealth of MA coronavirus guidelines, and there shall be no method to claim damages of any kind against the Owner on account of any delay in the commencement of the Work.

DELIVERIES

Deliveries to the jobsite shall enter and leave the campus through a route to provide the least negative impact on campus and town roads. Loading and unloading shall be done in such a way that campus and town traffic is not impeded. Delivery of large items shall be coordinated with the Project Manager and local authorities. No deliveries will be accepted by the College's Receiving Department. All deliveries must be made to the jobsite or other drop-off points as arranged with and approved by the Project Manager.

DEMOLITION REMOVAL

Dust must be controlled by utilizing chutes and enclosed dumpsters when removing debris from the building. Water sprinklers and other methods shall be used as required to minimize dust. All furniture and building contents must be covered and protected from dust.

DRONES or UNMANNED AIRCRAFT (USE OF)

There are public safety concerns that must be addressed in the operation of UA's. The following operational restrictions apply to all UA'S used on or in the vicinity of College owned or controlled property.

1. UA's shall be operated so as not to create an undue hazard to College owned or controlled property, the College community or the public at any time. UA's may not be operated in a way which unduly affects the environment of, or invades the privacy of, those working within College buildings, or those entering, exiting or walking in the vicinity of College facilities.
2. UA's may not be operated above public open-air events, inside public venues or above thoroughfares, including both public and campus streets.
3. UA's must be under line-of-sight control of the operator at all times and may not be operated at altitudes above 400 feet.
4. If a College department wishes to arrange for a contractor or other third party to use a UA for purposes associated with a College facility or event, the department shall contact the Associate Vice President for Finance and Administration for prior permission to do so. The Associate Vice President for Finance and Administration shall ensure that the UA owner and operator has adequate liability insurance and takes the risk mitigation arrangements deemed appropriate. The department must schedule the drone flight with Campus Safety and Security and must maintain a spotter in addition to the operator for safety purposes.
5. Under FAA guidelines, UAs may be operated within 5 miles of an airport only after giving notice to the airport's air traffic control tower. This requirement applies to all UA operations on the College campus, which is within 5 miles of the North Adams

Regional Airport.

6. Any UA not conforming to this Policy on College property should be reported immediately to Campus Safety and Security or other appropriate public safety officials. Campus Safety and Security may take appropriate action to enforce this Policy, including but not limited to banning operation of a UA on College property.5.

ELECTRICAL WORK

All Electrical work at Williams College will be performed in accordance with 29 CFR 1910.333, 29 CFR 1926.416, 29 CFR 1910 Subpart S, 29 CFR 1910.269 (where applicable), 29 CFR 1926 Subpart K, NFPA 70 and NFPA 70E (the latest revision of each in effect) and all applicable regulations, standards, rules and requirements that are in effect from the Federal, State and local authorities related to this work are incorporated into this work by reference. All policies, programs, procedures and documentation required by the above referenced regulations, standards and rules shall be submitted to Williams College for review upon request.

Permit-required energized electrical work will not be allowed. Non-permit required energized electrical work shall not be performed without prior notification and approval from the WCEST (Williams College Electrical Safety Team). Contracted employers shall maintain all required documentation as required by the Williams College ESP and other safety requirements.

EMERGENCY RESPONSE

In the event of a construction accident that may involve injuries and transport to the hospital, the following process is to be followed:

1. Call 911. Provide name of caller and company, address of accident and any pertinent information such as number hurt, location to best access the site, etc. If there are sufficient people to manage the incident, stay on the line with the 911 dispatcher until a police cruiser responds. The dispatcher is located in the Williamstown Police Department but will also dispatch fire and ambulance vehicles as needed.
2. Call Security – 597-4444.
3. Call Williams College Project Manager
4. Call the Office of Safety and Environmental Compliance at 597-2406.

A procedure has been established with Williamstown Fire Department and North Adams Ambulance, for response to injuries within an Asbestos Containment or De-leading Containment:

1. Call 911. Tell the Dispatcher that the injured person is in an asbestos containment/lead abatement area, and that the responders should expect the potential for asbestos/lead contamination, and that the Williamstown Fire Department and North Adams Ambulance must be notified first.
2. Williamstown Fire Department (WFD) will be responsible for Leading the Response effort on-site. WFD and North Adams Ambulance are the only groups properly trained and equipped to respond within the Containment Area (WFD first). No other non-abatement personnel may enter the Containment Area.
3. Call Security - 597-4444. They are not equipped to enter, but can provide crowd

- control and other vital functions.
4. Call Williams College Project Manager.
 5. Call the Office of Safety and Environmental Compliance at 597-2406.

EXCAVATION/TRENCHING

Excavation and trenching work must be protected to meet or exceed 520 CMR 14.00.

HARDHATS

Hardhats are required at all times when within the boundaries of the construction site. All on-site personnel shall at all times wear an approved hard hat clearly indicating their name and the name of their company or organization. Visitors to the site must wear hardhats at all times but are not required to display their name and the name of their company or organization.

HAZARDOUS MATERIALS NOTIFICATION

Prior to performing any scope of Work involving demolition, the Contractor must request a hazardous materials assessment report of the work site for hazardous materials. Any removal of hazardous materials must be performed by individuals licensed in such procedures.

If, at any time, materials that are suspected to be hazardous are encountered, work must cease immediately and the Project Superintendent and the College's Project Manager notified. Such materials include but are not limited to asbestos, PCB's, oils, refrigerants, and bio-hazardous waste.

HOT WORKS PERMITTING

All contractors performing hot work on Williams College property are expected to abide by the Williams College Hot Works Program created in accordance with the MA Dept. of Fire Services regulations. This program applies whenever any work is done on campus that generates heat, sparks, or open flame (including, but not limited to, using a heat gun, torch, welder, or grinding wheel in such a way that sparks or heat are created).

I. Only personnel who have received a Hot Work Certification # through a training course approved by the Massachusetts State Fire Marshal shall be allowed to do any hot work at Williams College.

- A. Personnel required to have a Hot Works Certification # include:
 1. Anyone who performs hot work
 2. Anyone who serves as a "Permit Authorizing Individual" to perform, supervise, or delegate hot work
 3. Anyone who performs as a fire watch, except for fire department fire details
 4. Anyone who needs a permit from the local fire department to conduct such work.
- B. A copy of the current certification card shall be provided to the Facilities Office of Safety & Environmental Compliance (S&EC) when personnel initially obtain a Hot Works Permit, prior to the commencement of any hot work.

1. If the Facilities Office of Safety & Environmental Compliance confirms that there is already a copy of this certification card on file, then a copy does not have to be provided for that individual again.

II. A Hot Works Permit must be obtained from the Williamstown Fire Department (located at 34 Water Street) for each project that has been issued a building permit, prior to the commencement of hot work. Consult with the Williamstown Fire Chief for details on the duration of their Permit, and the associated Fee.

- A. The Facilities Office of Safety & Environmental Compliance must be given a copy of the permit from the Williamstown Fire Department.
- B. Hot Works permits will not be issued from the Facilities S&EC office, until a copy of the Hot Works Permit from the Fire Department is on file in the Facilities S&EC office.

III. Anyone doing hot work must first obtain a Williams College Hot Works Permit, for each day that the hot work is done. Each permit is only good for 1 day, and for 1 specific location.

- A. If the location of the work changes, even within the same building, then a new permit must be obtained for the new location.
- B. Fill out the permit and do the pre-work checklist part, and call Campus Safety & Security (CSS) at 597-4444 to tell them that Hot Work will be occurring.
- C. Prior to beginning the work, e-mail S&EC a scanned copy of the Permit, so that S&EC personnel know the who/what/where/when of the work that is going on.
- D. Complete the permit once the Fire Watch is complete (fire watch is 1-hour Duration after the work is complete, except for Torch Applied Roofing which has a 2-hour requirement).
- E. Call CSS to let them know that the Hot Work is completed.
- F. E-mail S&EC a scanned copy of the Completed Permit upon the completion of the Fire Watch, before the end of the 24-hour Permit period.

IV. Contractors working directly for Williams College employees, shall have an appropriately-trained and certified Supervisor, Foreman, or Manager from Williams College serve as the "Permit Authorizing Individual."

- A. The Top (white) Sheet of the Completed Hot Works Permit shall be kept at the work site in a safe location where it cannot catch fire, and shall be returned to the Facilities Office of Safety & Environmental Compliance once the Fire Watch is complete.
- B. A Fire Watch must be maintained for a minimum of 60-minutes after completion of work (120-minute minimum after the completion of any torch-applied roof work).

V. The General Contractor, Construction Manager, or OPM on construction sites shall administer the Hot Works program on their site, and will be responsible for obtaining all permits, designating someone to verify the safety of the jobsite for hot work as the "Permit Authorizing Individual" prior to the commencement of any hot work on-site, and for coordinating the Fire Watch.

A. (Same requirement as in III. A and B applies).

VI. The worksite must be made safe per all requirements specifically listed on the Hot Works Permit

A. See “**Appendix A**” of this Policy, to view a copy of the Hot Works Permit.

VII. Any work done outside using a heat source for paint removal, roof repairs, etc. requires a hot work permit from the Williamstown Fire Department, in conjunction with the College hot works permit.

A. The Facilities Office of Safety and Environmental Compliance will assist with securing any such hot work permits, provided sufficient prior notification from the contractor(s) involved.

HOURS OF WORK

Hours of work shall be 8:00am until 5:00pm, Monday through Friday. Weekend and off-hours work will be allowed only by special arrangement with and at the sole discretion of the College, requested 72 hours in advance. No work shall be permitted on Sundays. C

Construction and/or maintenance activities outside or in close proximity to College-owned student residences typically may not begin before 8am.

Construction and/or maintenance inside College-owned student residences typically may not begin before 9am.

Construction will usually end by 5pm. Occasionally, a project may need to continue after 5pm. In these cases, residents of housing that is likely to be affected will be notified.

Occasionally a project may need to continue through the weekend. Should this be the case, the project will not start until 9:00am and will typically end by 4:00pm. No work shall be permitted on Sundays.

IDENTIFICATION

All Contractors shall wear clothing, hard hat or College issued ID card clearly identifying the firm they work for when working in occupied buildings.

IDLING EQUIPMENT

It is a violation of MGL Chapter 90, Section 16A for any motor vehicle to idle longer than five minutes unless the vehicle is being serviced, is a delivery vehicle for which engine power is necessary for the delivery, or the vehicle is in operation for which associate power need is required. Unnecessary idling of equipment is prohibited.

KEY ISSUANCE

All key requests must be submitted on a Williams College Authorization Form and must be signed by the Project Manager. Building campus Master Keys will only be issued when access cannot be obtained through the occupants, and when practical, access will be provided by the Project Manager rather than issuing a key to the Contractor. Keys must be returned on the day of issuance unless otherwise authorized by the Project Manager. Allow 24 hours for processing requests. Keys may be picked up at the front office in Facilities between the hours of 7 AM and 4 PM, unless alternative arrangements are made with the Project Manager.

LIFTS

All lifts that can be used to elevate personnel (aerial lifts, scissor lifts, etc.) that are not actively in use, shall be stored with the basket in the lowered position.

This policy is mandatory campus wide, with the exception of within contractor-owned construction sites, where it is recommended as a best practice.

LOCKOUT / TAGOUT

Any work involving the servicing and maintenance of machines and equipment in which the unexpected start up or energization of the machines or equipment, or release of stored energy could cause injury or harm to employees can proceed only under the supervision of a Williams College employee trained in Lockout/Tagout procedures, and in full compliance with such policies and procedures.

NOISE

No unnecessary noise or disruption will be tolerated or permitted. College activities continue year round on the campus, and adjacent neighborhoods consist of private residences. Music, shouting and unnecessary running or idling of equipment is not permitted.

OIL CONTAINING EQUIPMENT

Any time a new piece of equipment that contains oil is installed, the Contractor must submit the following information to the Project Manager:

1. Location of new equipment
2. The amount of oil in the equipment
3. Location of floor drains in proximity to the equipment
4. Necessity of secondary containment

When an existing piece of equipment is removed, the Contractor must submit the following information to the Project Manager:

1. The location of the old equipment
2. The quantity of oil
3. The name of the contractor who will be removing the oil.

OWNER'S SCHEDULE

Construction activities must be coordinated with the Williams College Calendar which is

available on the Registrar's website found at <https://registrar.williams.edu/>. Unscheduled events may occur on campus which will impact the Contractor's use of the project area or the Work of the Contract.

7. College Commencement Weekend (first weekend in June each year). No work is permitted.
8. Alumni Reunion Weekend (second weekend in June each year) Quiet work only on Thursday and Friday. No work is permitted on Saturday and Sunday.
9. Reading and Exam Periods: The College reserves the right to limit work to quiet work only during these periods.
10. Other Scheduled and Unscheduled Events: Coordinated with the Owner's Project Manager.

PARKING

It should not be assumed that parking for a project will be adjacent to or convenient to the project. The College will not provide shuttle service. Parking of construction personnel vehicles on any other land or property will be subject to ticketing, fines, booting and/or towing at the vehicle owner's expense.

Contractors/Consultants may use Whitman Parking Garage for parking, but are required to get a parking placard from Campus Safety & Security (CSS) to do so. Placards will have starting and ending dates included on them and CSS will ticket their vehicles if an outdated parking placard is used. There will only be 40 parking spaces in the garage dedicated for contractor/consultant parking. THIS IS ONLY FOR THE WHITMAN PARKING GARAGE.

RADIOS AND MUSIC

No radios or other musical devices will be allowed on site. This includes personal listening devices such as iPods, cell phones, etc. Such devices are considered a hazard on the construction site.

REFRIGERANT CONTAINING EQUIPMENT

The Contractor shall be responsible and accountable for compliance with the EPA Clean Air Act (CAA) Section 608, 40 CFR Part 82 and any state and local codes for all refrigerant-related work. Contractor shall ensure that all contractor employees and subcontractors are made aware of these practices prior to beginning work on refrigerant containing equipment.

Contractor shall provide only proper level EPA certified technicians using EPA certified and registered recovery/recycling units to perform work on new and existing Williams College refrigerant equipment.

Refer to Williams College Regulatory Contractor Guidelines for Refrigerant Containing Equipment (found at www.facilities.williams.edu/policies) for additional requirements. A copy of this document can also be obtained from the Project Manager or from the Williams College Office of Safety and Environmental Compliance.

RUNOFF

Runoff of water from the site must be controlled to prevent contaminated water from entering the stormwater collection system or onto other areas or property.

SAFETY

The Contractor is responsible for compliance with all federal, state, and local safety regulations. The Project Manager may require a work safety plan be submitted prior to work beginning. The Office of Safety and Environmental Compliance may conduct safety inspections of the work site and has the authority to shut down a work site if safety violations are found.

SAFETY AND ENVIRONMENTAL COMPLIANCE

The Contractor must comply with all Safety and Environmental Compliance Contractor Regulatory Guidelines for the following: Hot Work Permits, Refrigerant Containing Equipment, Oil Containing Equipment, Fluorescent Bulbs, Confined Space Entry, Asbestos and Lead Assessment, Spills, Compressed Gas Cylinders, On-Site Accidents. These guidelines can be found at www.facilities.williams.edu/policies or can be obtained from the Project Manager or from the Williams College Office of Safety and Environmental Compliance.

SECURITY

The Contractor is solely responsible for security within the construction fence or site, and for all of its equipment, materials, vehicles and Work on or off site.

SERVICE INTERRUPTIONS

Interruption of utility services which will affect other College facilities or functions must be coordinated a minimum of ten days in advance with the College's Project Manager. Work requiring interruptions to utility services may have to be performed during off hours (early morning, late night or weekend) timeslots.

SEXUAL HARASSMENT

The Contractor and Subcontractors shall be responsible and accountable for their employees, suppliers, subcontractors, and their employees, with regard to their conduct during the performance of the Work. Specifically, persons involved in the performance of the Work shall not physically or verbally abuse or harass the students, staff, visitors to the College, or other workers. Such conduct shall be grounds for immediate dismissal from the project. Sexual harassment is illegal under both State and federal Law, and may, in some cases, lead to prosecution under the Criminal Sexual Conduct Law.

SMOKING AND TOBACCO PRODUCTS

No tobacco products of any kind may be used inside or within 25' of any College building.

STREET CLEANING

The Contractor shall keep all roads and walks clear of debris and dirt caused by the Work during the entire term of the Contract. The Contractor shall utilize water sprinklers and other methods as required to minimize dust. The Contractor shall repair or replace all public and private streets, roads, drives, walks, curbs, plantings, trees, lawns and other improvements damaged during the course of the Project.

SPILLS

All spills (petroleum, chemical, sewer breaks, etc.), regardless of quantity, must be reported immediately to the Project Manager, the Office of Safety and Environmental Compliance (597- 2406), and Campus Safety & Security (597-4444). Any fines incurred as a result of failure to notify the College immediately will be the responsibility of the Contractor.

Upon a Spill or Release of Petroleum based Products or Chemicals the Contractor must:

1. Take measures to stop the release if safe to do so (e.g., shut valves, stop transfer operations).
2. Immediately confine leaked material with absorbents, sand or by other means if such actions can be done so safely.
3. Identify the product/material involved in the spill using the SDS (formerly known as MSDS) obtained from the Contractor's on-site file.

All Sewer Releases and Backups must be reported to the Project Manager and the Office of Safety and Environmental Compliance.

NOTE: For a release during non-working hours contact Campus Safety & Security and they will contact someone from the Safety and Environmental Compliance office to complete notifications. If, for some reason, they are unable to contact someone from SEC, contact the MA DEP and follow up with notification to the Office of Safety and Environmental Compliance at the earliest possible opportunity.

Department of Environmental Protection 24 hour emergency response number 1-888-304-1133 Western Regional Office Fax (413) 784-1149
436 Dwight Street
Springfield, MA 01103
Phone (413)784-1100

TRASH REMOVAL/RECYCLING

All waste removal is the responsibility of the Contractor unless specifically excluded in the Contract Documents. Unauthorized use of Williams College receptacles (including dumpsters and compactors) will result in a reduction of contract payment equal to the estimated cost to remove the refuse.

All building material shall be screened for recyclable materials and any recyclable material shall be removed to the appropriate recycling facility.

All fluorescent bulbs that are removed during work must be boxed and labeled as universal waste and recycled in compliance with Williams College policies.

All waste disposal practices shall be in accordance with Massachusetts Department of Environmental Protection Regulations: 310 CMR 19.017: Waste Disposal Ban Regulation

USE OR ENTRY INTO RESIDENCE HALLS

No access to dormitories will be permitted without the presence and supervision of a Williams College employee. Access to student bedrooms shall be coordinated ahead of time with the students occupying the room. All Contractors shall wear a College-issued ID card when working in occupied buildings.

USE OR ENTRY INTO COLLEGE BUILDINGS (EDUCATIONAL BUILDINGS)

There shall be no entry into other College buildings without the permission and supervision of the Project Manager or other College personnel. All Contractors shall wear a College-issued ID card when working in occupied buildings.

VEHICULAR TRAFFIC ON CAMPUS

Construction vehicles and equipment shall obey all posted speed limits and other traffic restrictions. As pedestrians always have the right of way, construction vehicles and equipment shall stop for all pedestrians.

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