

MEMORANDUM

TO: Physical Facilities Staff
FR: Kevin Thedans CH&S Coordinator
DA: July 28, 2004
RE: O&M Support on Construction projects

Periodically the Construction Department may request services from Purdue shops on a construction site. These sites are usually under control of a contractor and may require that company specific procedures be followed. This memo will outline the steps to take when responding to that request:

1. The shop supervisor should contact the Construction Inspector to schedule time when work can be done and review the scope of work.
2. The Inspector should coordinate a meeting between the Contractor and the appropriate craft requested to do the work to identify any issues such as utility shutdowns, lockout/tagout, etc.
3. The supervisor should evaluate the hazards in the area so to ensure that staff have the appropriate PPE and access to the area.
4. The supervisor must also determine if the contractor has any additional PPE requirements such as hardhats, safety glasses, No Shorts, No Tennis shoes, etc.

If upon arrival the workers feel that there are conditions that prohibit them from performing the tasks that were requested to do, they should contact their supervisor who will then contact the inspector to reschedule the work or have contractor correct safety or other issues so work can be completed.

If there are any safety issues or concerns that need to be addressed, Purdue's Construction Health and Safety Coordinator will review them with the inspector and determine the appropriate course of action. If you have any questions pertaining to this issue please contact the Construction Health and Safety Coordinator at 6-1937.