I.   PURPOSE

Scripps Health selects, contracts with, and oversees service vendors or contractors (referred to herein as "Vendor") who maintain the same priority and emphasis on safety, security, and health protection as Scripps expects for our own employees. Vendors are solely responsible for safety on their project sites and, as such, are responsible for complying with all regulatory and contractual safety requirements. All Vendors are encouraged to report unsafe conditions, practices, and/or equipment to their supervisor or Scripps contractual point of contact (referred to herein as "POC"). The following are guidelines Scripps requires Vendors to abide by at all times while working in and around our buildings. Failure to comply with these guidelines may result in a stop-work notice or termination of the work by Scripps.

II.   WORK RULES

OSHA

- All Vendors are required to comply with all applicable employee safety regulations set by FedOSHA and CalOSHA. This includes but is not limited to PERSONAL PROTECTIVE EQUIPMENT, SAFETY DATA SHEETS, FALL PROTECTION, ELECTRICAL SAFETY, LADDER SAFETY, LOCK-OUT/TAG-OUT, TRENCHING, etc.

FIRE/LIFE SAFETY

Egress

- Vendors shall ensure free and unobstructed egress for all Vendor personnel, Scripps personnel, and Scripps clients and patients utilizing the facility. Vendor shall provide additional training to personnel working in an area under or near a project that requires the blocking of any exit, hallway, or stairway.
- Vendors shall ensure free and unobstructed access to emergency services and for fire, police and other emergency forces to the facility.
    a. If an egress must be obstructed to perform work, Interim Life Safety Measures must be developed and implemented.

Interim Life Safety Measures (ILSM)

- When an egress is planned to be obstructed, the Vendor responsible for the work shall coordinate the scope of work with the POC, who will coordinate with the Scripps Safety Officer. The Scripps Safety Officer will provide all necessary information and guidance to implement ILSM.

Hot Work

- Hot Work is defined as an operation which involves some form of open flame that produces heat or sparks such as welding, torch cutting, arc cutting, soldering, brazing. Hot work also involves hot riveting, grinding and pipe thawing.
- The first step in evaluating a Hot Work Permit is to determine if the work is truly necessary. If the Work can be accomplished safely by another means or moved to a designated area where a Hot Work Permit is not required such as the maintenance shop, parking lot, etc., then this is the desired solution.

- When Vendor determines that hot work is necessary, the Vendor shall coordinate the scope of work with the POC who will coordinate with the Scripps Safety Officer or a Scripps Project Manager.

HAZARDOUS MATERIALS

- Upon recognizing hazardous materials, which were not brought on site by the Vendor, the Vendor will immediately stop work in the affected area and report the condition to the POC who will coordinate with the Scripps Safety Officer. The service in the affected area shall not be resumed except by written agreement of Scripps Health and Vendor if in fact the material is a hazardous material and has not been rendered harmless. The work in the affected area shall be resumed, upon written agreement, in the absence of hazardous material(s), or when it has been rendered harmless.

HOISTING

- Prior to using hoisting equipment or cranes, the Vendor shall provide evidence of proper certifications of both the equipment and operator, and provide a lift plan appropriate to the scope of the lift considering such things as weights, reach, siting of equipment, staging area and destination, and proximity to potential hazards, including to Scripps operations and the public. Vendor will conduct a pre-lift safety meeting with POC and Scripps Safety Officer.
- When Vendor performs work within an existing facility and needs to hoist materials from outside or inside the building, it must schedule the hoisting with the POC and secure necessary approvals so as not to interrupt the operations. Any hoisting inside the building shall not exceed the normal floor loading of the building.

NOISE & VIBRATION

- When Vendor performs work within an existing facility, any unusual or excessive noise or vibration from construction activities must be coordinated a minimum of 24 hours in advance with the Scripps Project Management to avoid disturbing the patients, staff and facility operations.
- Vendor may be asked to stop work in the area if the noise is disturbing the operation of a department in that area of work.
- Work hours for Vendor's employees may need to be changed to avoid disturbances from the work activity. Vendor shall anticipate problems with noise and work out satisfactory solutions to avoid a work shut down.

SMOKE, DUST, DEBRIS, ODOROUS HAZARDOUS MATERIALS, & INFECTION CAUSING ORGANISMS

- Physical barriers are designed to contain smoke, dust, odors and fungal spores, and may be required to be placed between patient care and/or other operational areas and the work area. In some instances, negative pressure may also be required. In the occupied space the barriers must be built to the intact ceiling or ceiling tiles, and when above ceiling to the ceiling deck. All penetrations at existing perimeter walls must be sealed.
- Prior to the Vendor performing work that make cause smoke, dust, debris, hazardous materials odors, or infection causing organisms, the Vendor shall coordinate the scope of work with the POC who will coordinate with the Scripps Safety Officer. The Scripps Safety Officer will provide all necessary information and guidance to implement physical barriers.

TRASH REMOVAL & CLEAN UP
- All trash generated by Vendor shall be removed by the Vendor.
- When removing trash from a work area the Vendor must use precaution to avoid tracking or otherwise depositing dust and dirt in the common areas of the building.

MATERIALS STORED ON SITE
- Vendor shall secure any materials, including tools and personal items, stored or left at the job site. Very limited space may be available on site for storage. Vendor shall repair any damage to existing structures or other facilities, which are damaged by storage of materials.
- Vendor shall be responsible for providing a storage area outside the work site for storing materials to be used at the site. Vendor may use property of Scripps Health that is off the construction site only if the Vendor requests and receives approval for the use of such space from the POC. All costs for securing materials stored in an alternate site shall be at Vendor's sole expense.

SECURITY AND PARKING
- Vendor shall check in with the POC before starting any work and will strictly follow Scripps security requirements. This may include, identification badge requirements, facility check in and check out, or any other facility specific items communicated to you.
- Vendor shall park vehicles only in areas specifically designated for Vendor use. Ensure you understand parking restrictions that may exist at the facility you are working at.

COMPLIANCE WITH SCRIPPS HEALTH'S POLICIES
- Vendor shall abide by Scripps Health's then current policies for work performed on any of Scripps Health's premises. Vendor can view Scripps Health's Vendor policies at http://www.scripps.org/Vendor-information
- Additional task specific policies are made available upon request through the vendor's POC.

III.   REFERENCES (including related POLICIES & STANDARDS)
    A. Scripps Master Terms and Conditions, Section 19 & 23
    B. Vendor policies – http://www.scripps.org/Vendor-information

APPROVALS	
Function	**Name/Title**
Subject Matter Expert	Steven Peterson, Director, Support Operations System-wide Facility Operations
Department Leadership	Tina Pickett, Corp VP, Facilities & Support Operations System-wide Facility Operations