



## Master Plan Construction Site Access Policy

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### **1 Policy Statement**

The Construction Site Access Policy is designed to help ensure a safe and productive work environment in the Master Plan area of construction.

### **2 Reason for Policy**

The personal safety of our employees, students and the public, is of the highest priority. Accident prevention shall be considered of primary importance in all phases of operations and administration. It is Pace University's intent to always maintain effective standards that will guard against injuries and illnesses occurring on the job. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operational productivity whenever necessary.

A safe work site requires open communication between management and staff on matters pertaining to safety. All employees are encouraged to express their concerns or suggestions to help promote safe work practices and conditions.

### **3 Who Needs to Know This Policy**

The policy is for distribution to all Pace employees, contract staff and visitors that will be entering the Master Plan active construction site.

### **4 Training Requirements**

Pace employees and contract staff are required to be trained prior to entering the active construction site.

1. General Access – Training shall include:
  1. OSHA 10 Hour Construction Safety – information will include, but is not limited to information on general construction, hazards & solutions, personal protective equipment (PPE).
  2. Site Specific Orientation – site specific information provided by the general contractor will include, but is not limited to emergency procedures and muster points, procedures for reporting accidents and incidents, first aid and medical facilities PPE required, and restricted /high hazard areas, site- and project-specific hazards, and procedures for reporting or correcting unsafe conditions or practices.
2. Restricted Access – Any Pace Employee or contract staff not holding OSHA 10 Hour certification must be escorted by the General Contractor (KCCM, Andron) while on site. Site Specific Orientation is still required prior to entry even with an escort.

### **5 Visitor Access Procedures**

1. Visitor Access
  1. All visitors must report to the project field office upon entering the project site.
  2. Access to the site shall be denied to any individual who does not have justifiable business on the job site.
  3. Any project site visitor who is permitted site access but has no official on-site business shall sign the release before being authorized to proceed beyond the project office.
2. Visitor Tours



1. Requests for tours of the project site shall be carefully screened and limited in frequency and numbers of people.
  2. Tours of the site shall be approved by the Pace University Project Management Team and General Contractor's Construction Manager and shall be conducted during nonworking hours.
  3. Pace and the General Contractor shall establish the time and travel route for any tour.
  4. Areas that may present hazards to tour groups shall be off-limits.
  5. The tour's travel route shall be cleared of any tripping hazards, cleaned, and properly protected to avoid potential personal injury.
  6. A designated member of the Pace University Project Management Team shall guide the approved tours.
  7. All members of a tour group shall sign a release prior to touring the site.
3. Visitor Protective Wear
1. All visitors must comply with the Personal Protective Equipment section of this policy. Visitors must wear long pants, shirts with sleeves over the shoulder, hard hats, safety glasses, and hard-soled work shoes or boots when on site. No penny loafers, dress shoes, or other inappropriate footwear shall be permitted.

## 6 Emergency Procedures

An emergency is any situation that poses an immediate threat to life or property. This would include but not be limited to collapse of all or part of building; fire; explosion; equipment failure such as collapse of a crane; release or exposure to toxic liquids, vapors, or fumes; presence of gas or other explosive atmospheres; flood; earthquake; etc. Violent or suspicious behavior may also be cause for initiating emergency procedures. An accident or incident would be communicated to Safety & Security; initiation of the Pace [Emergency Response Plan](#) would be initiated based on the size and scope of the event.

In the event of a life-threatening or other serious incident (fire, injury, etc.) requiring the assistance of outside personnel, contact Safety & Security and emergency services immediately at:

1. Safety & Security: x7-7-7 from a campus phone for assistance; from an outside line, call (914)773-3400
2. Emergency Services: x9-9-1-1 from a campus phone or for assistance; from an outside line, call 9-1-1

Upon calling, the person shall state their name, the location of the emergency, and the type of emergency. The caller must stay on the call until released by the emergency dispatcher. The Project Manager shall be contacted as soon as possible. The Project Manager will provide direction to the Pace employees and contract staff on evacuation procedures as the job progresses.

For emergencies involving evacuation, all Pace employees and contract staff shall follow the developed, posted evacuation routes to their designated assembly (muster) points, and remain there until they are accounted for and an "all clear" or alternate directive is given.

## 7 Personal Protective Equipment

1. Issuing Personal Protective Equipment (PPE)
  1. Pace University is responsible for issuing the PPE devices to their employees. Federal, state, and local safety rules shall be checked regarding the use of such equipment. PPE is available from the Safety and Security off in Gannett.
  2. Used PPE shall never be given to an employee without having been cleaned and sterilized.



2. Requirements
  1. PPE requirements shall be posted at the main entrance to the job site.
3. Head Protection
  1. All Pace employees, contract staff and visitors shall wear hard hats 100% of the time while on the job site.
  2. Impact-resistant hard hats provide protection only when their inside web suspension is intact and adjusted to correct head size with proper crown clearance.
  3. No soft-top webbing shall be permitted.
4. Eye Protection
  1. All Pace employees, contract staff and visitors shall wear eye protection 100% of the time while on the job site.
  2. Eye protection with side shields and/or one-piece goggles must be worn by all Pace employees, contract staff and visitors while on the construction job site.
5. Foot Protection
  1. All employees, contract staff and visitors must wear sturdy work boots with durable sidewalls, toes, and soles. Soft shoes or sneakers are not permitted. Visitors shall wear appropriate, sturdy shoes or be kept out of the construction area.
6. Body Protection
  1. All personnel shall wear shirts and long trousers to protect against the elements and work-site hazards. No sleeveless shirts, tank tops, mesh shirts, short, or sweatpants will be permitted. Sleeves shall extend a minimum of 4 inches from the top of the shoulder.
  2. Reflective vests must be worn at all times when on the site

## 8 Contacts

For questions about the contents and implementation of this policy, please call one of the numbers listed below:

Brian Anderson  
Director of Environmental Health & Safety      (914) 923-2818

Bill Link  
Director of Physical Plant      (914) 923-2842

Vincent Beatty  
Executive Director for Safety & Security      (914) 773-3604