



Town of Hurt Contractor Safety Requirements

The following information contained in this document are the requirements set forth by the Public Works Department Town of Hurt, Virginia. If the contractor's own safety department/requirements or OSHA standards are more stringent, then the most stringent rule will be followed. Contractors will be required to carry a minimum of one million (\$1,000,000.00) dollars worth of insurance. Proof of insurance is required before the start of any job to be performed for the Town of Hurt, along with pulling any associated required permits. As OSHA updates occur, they will supersede any existing regulations. The Town of Hurt's Public Works Department has enforcement authority to shut down any project or job that they observe and/or deem unsafe in any manner. Note: this document does not apply to homeowners in the town hiring contractors to work for them as individuals.

Personal Protective Equipment (PPE)

The items listed below are daily requirements and are not limited to PPE.

- Hard hat
- Safety glasses (When cutting/welding, a full face shield is required.)
- Hi-Vis top (can be a vest or t-shirt); allowable colors are hi-vis yellow, hi-vis orange, and hi-vis pink
- Safety toe shoes
- Ear plugs/muffs when OSHA decibel level is reached (8-hour average noise levels of 85 dBA or higher)
- Gloves when welding, cutting, or dealing with sharp edged items (proper gloves to be used per the required task)
- Arc flash clothing for electricians working with high voltage will follow NFPA70E guidelines
- At least one (1) field worker shall have OSHA 10 certification
- At least one (1) manager/supervisor shall have OSHA 30 certification
- Daily safety meeting/toolbox talk with an accompanying JSA (job safety assessment form) that is signed by each employee daily at the beginning of the work day and the end of the work day

The town of Hurt values the life and safety of all contractors/employees. The above listed items are put in place so as to try and assure that every contractor's employees go home safely every day, in the same condition as they arrive every day. The listed items are non-negotiable requirements to perform work for the Town of Hurt.

Confined Space Safety Requirements

The contractor is responsible for providing the following PPE (personal protective equipment) and documentation:

- Hard hats
- Safety glasses
- Safety toe shoes
- Safety glasses/face shields
- All retrieval equipment
- Air monitoring equipment
- Provide bump test report on the air monitor to assure it is in proper conformance and guidelines.
- Provide all twenty (20) minute air monitoring readings on proper documentation.
- Company confined space safety plan documentation
- Companies shall follow OSHA standard 1910.146 Confined Space
- Replace all man hole covers

The above list of items are the minimum requirements of the Town of Hurt in regard to confined space entry within the town limits. Contractor will be responsible for all monitoring of the confined space, entries into confined space, retrieval from the confined space, and keeping the town's Public Works Department abreast of all required confined space entry needs.

Company Vehicles

The following items are town requirements regarding company vehicles:

- All drivers will be legally licensed to drive in Virginia.
- All company vehicles will be insured, have up-to-date tags, inspection stickers, etc.
- All company vehicles will have proper signage on them to identify the contractor's company.
- All town and state traffic laws, school zones, etc. will be followed.
- Fire extinguisher
- First aid kit
- Flares
- Safety cones (as needed when working within road rights-of-way)

Contractor employees that are operating company vehicles within the town limits are both an extension and reflection of the town. Vehicles will be operated in a safe and courteous manner. Contractors need to be aware of their surroundings, and when they have to block the sides of roadways etc., place safety cones out to make other drivers aware of their presence.

Lock Out Tag Out (LOTO)

All contractors will be required to have the following proper lock out tag out (LOTO) equipment and procedures:

- Locks
- Follow OSHA 29 CFR 1910.147 guidelines.
- Tags (legibly identifying employee and phone number to employee that is locked out)
- Any required cables, chains, valve handle covers, breaker covers, gang lock boxes, etc.
- Lock out tag out company policy and procedure

Any contractors performing any electrical work, line breaking, etc. will be required to use LOTO procedures. Prior to any LOTO occurring, the town's Public Works Department will be made aware, so as not to interrupt any important town services.

Each contractor employee will have their own locks and tags. Tags will be filled out legibly showing the employee's name (printed) and contact phone number. Employees will not share keys or unlock another's lock(s).

If an employee forgets and leaves an item locked out that was to be returned to service, that employee will be contacted and must return and remove their lock. If a lock has to be cut off due to an employee not being in contact with the town after they are notified of the situation there will be a meeting with the contractor manager/supervisor, the employee in question, and the public works director to discuss why the employee did not contact the town and return to remove their lock before the employee can resume work in the town. LOTO is an extremely crucial part of safety to both the contractor and the town, and will not be taken lightly by the town.

Excavating

The following are the requirements for excavating in the town of Hurt:

- Operators will be certified.
- All equipment will be kept in good working order (no leaking hydraulics etc.).
- 811 will be notified prior to any digging.
- No overhead work within 10' of overhead power lines
- All excavation will follow OSHA 1926.651
- The contractor will be responsible for providing traffic direction, placement of traffic cones, signage, etc.
- The contractor will be responsible for all asphalt/concrete cutting, removal, trench boxes, removal of spoils, backfilling, tamping, replacement/installation of new asphalt/concrete once the proper settling time has elapsed.

Operators will be certified along with traffic direction crews. All benches, setbacks, and trench box requirements will follow the OSHA 1926.651 guidelines unless the contractor's own safety department follows a more stringent requirement. All required permits will be pulled and placed conspicuously before any excavating begins. The town's Public Works Department reserves the right to observe and question any excavating they feel is not being safely carried out. Any openings/holes will be covered with steel plates if on a roadway after the completion of a workday to allow for traffic flow during non-working hours. Any openings/holes that are not on roadways but can be approached by pedestrians will be covered and made secure/safe at the end of every workday. These coverings will be spray painted with the verbiage "Open Hole" and red danger tape will be secured around these work

Electrical and Controls

The following are the requirements for all electrical and control work to be performed for the Town of Hurt:

- Electricians will follow NFPA 70 NEC guidelines 2023 or 2026 versions.
- CAT IV electrical meters will be required when working with high voltage wiring outside of a structure and at utility-level connections. CAT III electrical meters will be used for indoor distribution systems, breakers, and fixed loads
- All junction boxes and LB's will be covered at all times when work is not being performed and no open electrical connections are allowed to be left open at any time.
- All required arc-flash clothing and equipment will be in good working order with no breaches to clothing, gloves, head/face shields, etc.
- LOTO (lock out tag out) requirements will be adhered to at all times.
- Low voltage control wiring will not be run inside the same conduit as high voltage wiring (110 VAC and above).
- Low voltage control wiring shall not be wrapped around or openly attached parallel to high voltage wiring (zip tied or taped).
- All wiring (both high and low voltage) shall be clearly labeled, as well as all breaker panels and control panels.
- Any electrical boxes/panels mounted outside or in damp environment shall be NEMA 4 (watertight). Any boxes/panels mounted in a corrosive environment shall be NEMA 4X, and any boxes/panels that will be submersed will be either NEMA 6 or NEMA 6P.

Electrical contractors shall have at least one electrician that is a master electrical card holder and also at least one journeyman electrical card holder in the state of Virginia. As stated above, all electrical work will follow NFPA 70 NEC standards. All required permits will be pulled and posted conspicuously prior to beginning any work. All electrical work must be approved by the electrical inspector before it is put into service.

Mechanical HVAC

The following are the requirements for all mechanical and HVAC work to be performed for the Town of Hurt:

- All sheet metal duct work will follow SMACNA guidelines.
- IAQ (indoor air quality) will follow ASHRAE Standard 62.1 for ventilation requirements, including filtration, controls, and exhaust.
- Handling of refrigerants will follow AHRI and ASHRAE (Standard 34) in regard to safe handling and refrigerant guidelines.
- Have EPA 608 universal certification
- Supply copies to the town of type, weight, and disposal site for any town recovered refrigerants when a piece of HVAC equipment is replaced or a compressor is replaced and the refrigerant must be disposed of.

Mechanical/HVAC contractor shall have at least one employee that has a master mechanical card with the state of Virginia. All HVAC work will be done in strict accordance with all EPA regulations. This is not limited to recovery and disposal. The contractor will pull and conspicuously post all permits prior to beginning any work. All work must be approved by the mechanical inspector before it is put into service.

Crane and Rigging

The following are the requirements for all crane and rigging work to be performed for the town of Hurt:

- 3D lift plan
- Follow OSHA 29 CFR 1910.179, 1910.180, and 1926 Subpart CC standards.
- Up to date certification for the crane operator (if more than one crane operator is a possibility all up to date operator certificates can be sent together at one time).
- Up to date crane certification records for the crane that will be onsite; If more than one crane will be onsite, up to date certifications will be required for each additional crane that is onsite.
- Anyone rigging a load to be lifted by a crane must have a rigging certification.
- No operating of a crane within 10' (ten feet) of any overhead utilities.

Crane contractors will provide all of the above certifications prior to any setup, rigging, or lifting taking place on town property. Areas will be secured from anyone not belonging in the vicinity of the crane operation. This can be in the form of an employee keeping people back, traffic cones, or red danger tape. Crane operators will use their discretion when it comes to weather situations such as lightning strikes or high winds within the area. They will have the right to shut down any job due to safety concerns that are out of their, the town's, engineer's, or other contractor's control.

Plumbing and Mechanical Piping

The following are the requirements for all plumbing and mechanical piping work in the town of Hurt:

- Follow OSHA standard 29 CFR 1910.142 (General Industry) and 1926.51 (Construction) standards.
- Welders will provide up to date AWS/ASME welding certifications that match the certified weld PQR's for the company they weld for, along with up to date welder log books.
- Companies that provide welding services will provide certified AWS/ASME PQR's (certified welding procedures).
- Any newly installed piping, and/or pumps, flowmeters, etc. will be flushed and strainers cleaned before putting into service.
- All plumbing pipe, weld pipe, threaded pipe, or any other pressure piping will be pressure tested at one and a half times (1.5) the operating pressure of the system they are used in conjunction with.
- Any stainless steel piping that is welded will be purged with an inert gas to prevent weld "sugaring" on the inside.

Plumbing contractor shall have at least one employee that holds a master plumbing certification with the state of Virginia and at least one employee that holds a journeyman's card with the state of Virginia. All plumbing codes will be adhered to. All pipe that is stored before use or is in place on a town jobsite will have all ends capped/tapped off to prevent debris, dirt/mud, or rodents from infiltrating the interior of the pipe. The plumbing contractor will pull and conspicuously post all permits before starting work. All work will be inspected by the plumbing inspector before any piping is put into service unless approved by the town's Public Works Department.