Summary

Construction, Service and Maintenance Contractors Guidelines
SOG-0051

Synopsis:

This guideline is intended to communicate EHS expectations to contractors working at MIT. This would include outside vendors involved in equipment repair and maintenance, construction/renovations as well as other services hired directly (or indirectly) as sub-contractors.

Summary Procedure:

MIT procures the services of outside contractors. It is our expectation that these service-providers;

1. Identify and adhere to OSHA/DEP/EPA Regulations that are applicable to the work including but not limited to emergency preparedness, control of hazardous energy, confined space entry, electrical safety, working from heights, hazard communication, fire and life safety, environmental protection etc.
2. Understand and follow all applicable MIT work permit systems including hot work, sprinkler impairments and shut-down procedures.
3. Perform pre-job hazard evaluations; assign competent and/or qualified persons as required.
4. Train employees on the potential hazards of the work and how to protect themselves including selecting and providing PPE.
5. Communicate with MIT Project Managers and the EHS Office regarding EHS issues; report incidents and injuries to the MIT Project Manager and the EHS Office.