JPS Health Network Construction, Renovation and Maintenance Activity Safety Policy

Centered in Care
Powered by Pride

Version 5

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1.0 Scope

Welcome to JPS Health Network. The scope of this policy is to provide guidelines and instructions for all contractors/vendors performing construction activities within the JPS Health Network, to abide by, for the protection of patients and families, staff, and contractor personnel.

All contractors are responsible for facilitating the orientation of all personnel prior to performing work within the premises of the JPS Health Network. See **APPENDIX A – JPS Emergency Contact List** for a comprehensive list of JPS personnel with job titles for your use in the event of an emergency.

2.0 Introduction

Contractors and subcontractors performing work at the JPS Health Network are required to follow all local, state, and federal rules and regulations concerning the health and welfare of patients, staff, employees, as well as the general public.

Prior to all construction and renovation projects, a Pre-Construction Risk Assessment (PCRA), Infection Control Risk Assessment (ICRA), and the requirement for Interim Life Safety Measures (ILSM) will be assessed**. The results of these assessments must be posted at your jobsite for the duration of the project**. Contact your project manager immediately if one or more of these required postings have not been obtained.

While working on the premises of the JPS Health Network, everyone is a safety officer. If a worker observes any unsafe or potentially unsafe condition, which may pose a threat to the health or safety of themselves or others, he or she must immediately make an attempt to stop the work and inform the construction project manager assigned to the project.

3.0 Safety and Health Objectives

Contractors working at JPS Health Network must plan to achieve a safe workplace through the following:

- ✓ Using a competent safety person to oversee operations
- ✓ Utilizing a site-specific safety plan
- ✓ Continually making job site safety inspections
- ✓ Enforcing the use of safety equipment
- ✓ Providing on-going safety training
- ✓ Complying with all applicable safety and health requirements, including but not limited to, those prescribed within the PCRA, ICRA, and ILSM Assessment.
- ✓ Supplementing your safety plans and policies with the JPS Safety Rules (listed below).

4.0 Safety Rules

ALL OF JPS HEALTH NETWORK'S SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO BY ANY CONTRACTOR'S EMPLOYEE WILL RESULT IN A DELAY OF WORK AND POSSIBLE DISMISSAL OF PERSONNEL FROM THE PREMISES.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or removal from the job or both can be the result.
2. No profanity or explicit natured clothing or apparel allow on JPS property.
3. The use of cell phones and/or radios is prohibited while working.

4. Personal safety equipment must be worn as prescribed for each job task, including but not limited to safety glasses, hard hats, gloves, safety shoes, fall protection, safety vests, etc.
5. Precautions necessary to prevent sunburn and to protect against burns from hot materials must be taken.
6. The SDS's for all materials must be maintained on the site and utilized in the event of an incident or spill.
7. Watch where you are walking and do not run.
8. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for immediate removal from the premises.
9. Workplace violence will not be tolerated and will result in immediate removal from the premises.
10. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
11. Coordinate with the JPS project manager on the use of sanitation facilities. Defacing or damaging these facilities is forbidden and will result in fiscal consequences.
12. Hand washing sinks are not to be used for construction or renovation purposes.
13. Maintain a clean work environment free from debris and materials that could pose tripping hazards, increase fire risk, infection control risk, etc.
14. Never move an injured person unless it is absolutely necessary in procuring their health and safety. Further injury may result.
15. Know your exit routes and familiarize yourself with the JPS Health Network's Disaster and Emergency codes. Exit routes must be posted at the entrances/exits of the jobsite at all times.
16. Know where firefighting equipment and the type of extinguisher to use based on the class of fire present.

P – Pull the pin

A – Aim the extinguisher nozzle at the base of the fire

S – Squeeze the handle

S – Sweep the nozzle from side to side

Type of Fire:	***Fuel:***
Class A	Wood, Paper, Trash, Cloth, etc.
Class B	Flammable Liquids: Gasoline, Diesel, Oil, Paint, etc.
Class C	Electrical
Class K	Cooking oils and greases such as animals fats and vegetable fats

****Caution: Always check the label before using an extinguisher; using the extinguisher improperly or using the wrong extinguisher could result in severe injury or property damage.**

17. Lift correctly – with legs, not the back. If the load is too heavy, get help.
18. All personnel operating equipment must be licensed and/or certified. Equipment includes, but not limited to, lasers, scissor lifts, boom lifts, forklifts, excavation equipment, and cranes/hoisting equipment.
19. Do not use power tools and similar equipment until you have been properly instructed in the safe work methods.
20. Be sure that all guards for tools and equipment remain in place and operable. Do not remove, displace, damage, or destroy any safety device or safeguard furnished with tools and/or equipment.
21. Do not enter an area which has been barricaded.

22. Never oil, lubricate, or fuel equipment while it is running or in motion.
23. Use the "four and one" rule when using a ladder. One foot out for every four feet of height.
24. Portable ladders in use shall be equipped with safety feet. Step ladders shall not be used as a straight ladder.
25. Use ladders according to related OSHA Standards and Guidelines, general ladder safety, and manufactures instructions.
26. Ladders must extend three feet above landing on roof/parapet for proper use.
27. Defective ladders must be properly tagged and immediately removed from the project site.
28. Keep ladder bases free of debris, hoses, wires, materials, etc.
29. Build scaffolds according to manufacturers' recommendations and applicable OSHA Safety Standards and Guidelines.
30. Scaffold planks shall be properly lapped, cleated, or otherwise secured to prevent shifting.
31. Use only extension cords with three-prongs (grounded). Use ground fault circuit protectors at all times when using temporary power sources. Check electrical tools, equipment, cords, and associated equipment daily. Connecting multiple extension cords (daisy chaining) is not allowed.
32. Use fall protection procedures and devices that comply with all OSHA Safety Standards and Guidelines with regards to Fall Protection.
33. All elevated work surfaces must have handrail and toe boards, as required. Never throw anything when working from an elevated platform. Someone passing below may be seriously injured.
34. Open fires are PROHIBITED.
35. All equipment, ladders, and tools are required to be labeled with the contractor's company and owner's name.
36. Equipment left in mechanical and electrical rooms will be removed immediately upon completion of work for the day, unless previously approved by Facilities Engineering.
    a. Company labeled equipment left in those areas will be taken by Facilities and the contractor will have to contact Facilities Engineering to get the equipment back. If the equipment is not claimed within three (3) days, the equipment will be claimed by JPS.
    b. Unlabeled equipment found within any mechanical or electrical rooms will automatically be claimed by JPS.
37. Know what emergency procedures have been established for your job site. (Location of emergency phone (if provided), first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc).

5.0 Disaster/Emergency Response

5.1 Contacts

5.1.1 Emergency Response Codes

Ext. 22111 - JPS Direct Line
817-702-1120 – All Others

5.1.2 TCHD Police Emergency

Ext. 21120 – JPS Direct Line
817-702-1120 – For Emergencies **ON** JPS Main Campus
911 – For Emergencies **OFF** JPS Main Campus

5.1.3 TCHD Police Non-Emergency

Ext. 21424 – JPS Direct Line
817-702-1424 – All Others

5.2 Emergency Codes

CODE	EMERGENCY
Black	Tornado
Orange	Hazmat Spill
Amber	Missing Patient/Child
Gray	Severe Weather
Silver	Active Shooter/Hostage
Red	Fire
Blue	Cardiac Arrest
Brown	Bomb Threat
Purple	Facility Lockdown
Pink	Infant Abduction
Yellow	Internal/External disaster

MEDICAL ASSIST – Other medical emergency
ALL CLEAR – Previous code has been cleared

5.3 Fire Response

R – Rescue Patients
A – Activate Fire Alarm
C – Confine the Fire
E – Extinguish/Evacuate

6.0 Contractor Competent Safety Person

The Contractor must designate a competent safety person, as defined by OSHA to implement the safety requirements when working on construction or renovation projects within the JPS Health Network. The responsibilities for this position are as follows:

- Assure a safe workplace and OSHA compliance.
- Develop a site specific safety plan before the work starts.
- Ensure all ICRA/PCRA/ILSM permits are posted outside the entry of the project. If within Behavioral Health unit, the ICRA/PCRA/ILSM will be posted on the inside of the entry to the project.
- Maintain project specific job boards with all permits, notifications, OSHA notifications.
- Maintain an updated database of the SDS at the project site.

- Identify, document, and correct potential job hazards and reportable spills.
- Assuring compliance with JPS Health Network's safety and health standard requirements.
- Making regular safety inspections.
- Establishing safety procedures.
- Assure regular safety training with lead persons on site.
- Training his or her employees on JPS Health Network's Emergency Response Procedures.
- Maintaining safety and training records.

7.0 Personal Protective Equipment (PPE)

All construction personnel must be protected from hazards in the workplace by using appropriate PPE, including but not limited to:

A. Head protection (hard hats) on job sites when there are potentials of falling objects, hair entanglement, burning, or electrical hazards. Hard hats are for protection against impact and penetration of falling objects.

B. Eye and face protection when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.

C. Protective footwear to protect from falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes shall not be worn.

D. Protective gloves or clothing when required to protect against a hazard.

E. Harnesses and lanyards for fall protection as required in OSHA Construction Safety Standards.

F. Protection against the effects of noise exposure. Also, take appropriate measures to protect Hospital occupants from noise and vibration pollution.

G. Respirators in accordance with the applicable OSHA Standard when such equipment is necessary to protect the health of the employee.

The proper selection of PPE will be determined during an initial walkthrough of the jobsite before work starts and documented on the site specific safety plan.

- <u>All Personal Protective Equipment must meet the applicable ANSI specifications.</u>

8.0 Utility Outages and/or Disruptions

Under NO circumstances shall a contractor or subcontractor attempt to shut off, tamper with, modify, or impair any existing utilities to include, but not limited to, the following: medical gases, electrical, water, sanitary sewer, and fire alarm/suppression.

ALL utilities in need of shut off shall be coordinated with the JPS Project Manager through the Facilities Engineering Department.

The contractor is responsible for performing lock out/tag out procedures in accordance with all OSHA Standards and Guidelines.

9.0 Blood Borne Pathogens

Biological hazards or containers storing biohazard items such as needles or sharps must be removed by JPS Health Network personnel only. If the contractors find a biohazard container or biohazard material, they must contact the JPS Project Manager for proper handling.

10.0 Confined Space Entry

In the event that a confined space entry is required, the Contractor must coordinate entry to the confined spaces with the JPS Project Manager and District Safety. The entry must comply with OSHA Standards and Guidelines regulation confined space entry.

11.0 Asbestos

Contractor must not disturb any asbestos-containing material. If any asbestos-containing material is suspected within the limits of the scope of work to be performed, immediately stop work and contact the JPS Project Manager to evaluate the condition.

12.0 Tobacco/Smoking Policy

JPS Health Network is committed to providing a healthy environment for all occupants. All tobacco use is prohibited at all JPS Health Network facilities, including electronic cigarettes and smokeless tobacco.

13.0 Safety Data Sheet (SDS)

Contractor is responsible for compiling a master file of SDS's of all chemicals and building materials used on JPS Health Network projects. Such file should be submitted as part of the site specific safety plan. Contractor must also have a book containing all SDS's, or a reference page referring to an online database with a list of all hazardous chemicals, at project site and update as necessary.

14.0 Radiation Safety

Some projects require work in an area of JPS Health Network that provides Radiological Services. Common areas in JPS Health Network where internal/external radiation is utilized are as follows: Nuclear Medicine, X-ray, Radiation Therapy, Cath lab, CT scan, Angiography, and Mammography. It can also be found in patient care areas when the portable X-ray machine is used. Radiation procedures using controlled doses of radiation as well are performed in rooms constructed to contain levels of exposure. All work required in these areas shall be coordinated with the JPS Project Manager.

MRI (magnetic resonance imaging) is a way to see inside the human body that does not use radiation. Just because there is no radiation there is still a risk with MRI. MRI uses a very strong magnetic field to produce detailed pictures of the body. This magnetic field increase greatly as you move closer the magnet. These fields extend sphere or circle around the scanner so the dangers are not contained only in the scan rooms. This static magnetic field can pull metallic items at high velocities towards the magnet. Significant injury, even death can

occur to individuals in the MRI scanner suite if a ferromagnetic object (items containing iron) or a device with ferromagnetic components is exposed to the magnetic field. The level of danger is denoted by signage. MRI is split into 4 zones:

- Zone I - no risk, the front entry to the hospital
- Zone II - no risk, where you will be screened to enter MRI
- Zone III - potential risk, you must be screened to enter anywhere with a zone III sign. Even if there is equipment or rooms in this area that you are required to access. You must not tailgate or ask anyone other than an MRI tech to let you in. If you are found in a Zone III area and have not been screened you will be removed from the job.
- Zone IV - high risk, this is the magnet scan room. Must be screened and accompanied by a MRI tech at all times.

  If you are found in a Zone III or IV area and have not been screened you will be removed from JPS property.

Apart from the risk of the static magnetic field there is also a risk on the roof from ultra-cold gases. MRI's is cooled by liquid helium kept at roughly -425 degrees Fahrenheit. The release of this ultra-cold gas is called a quench. This can be both planned and spontaneous. During a quench the cryogen gas is released through the quench pipes on the roof. JPS currently has 3 MRI Quench pipes on the roof. If you notice gases being released it is important to evacuate the roof promptly. There is no static field concerns on the roof unless you are cutting into the roof.

15.0 Contractor Badging

All contractor employees are required to have personal company specific photo badges visible at chest level at all times. Once orientation has been completed an annual orientation sticker will be issued from the JPS District Safety Department to be placed on the contractor's badge. Under no circumstances shall a person wear someone else's badge.

JPS access badges can be issued out to the project superintendent on a project by project basis. The quantity will be based on the scope, size, duration, and location of the project. JPS access badges can also be issued on a daily basis with the contractor leaving behind a government issued ID as collateral. JPS access badges are $100.00 a piece if they are lost or broken.

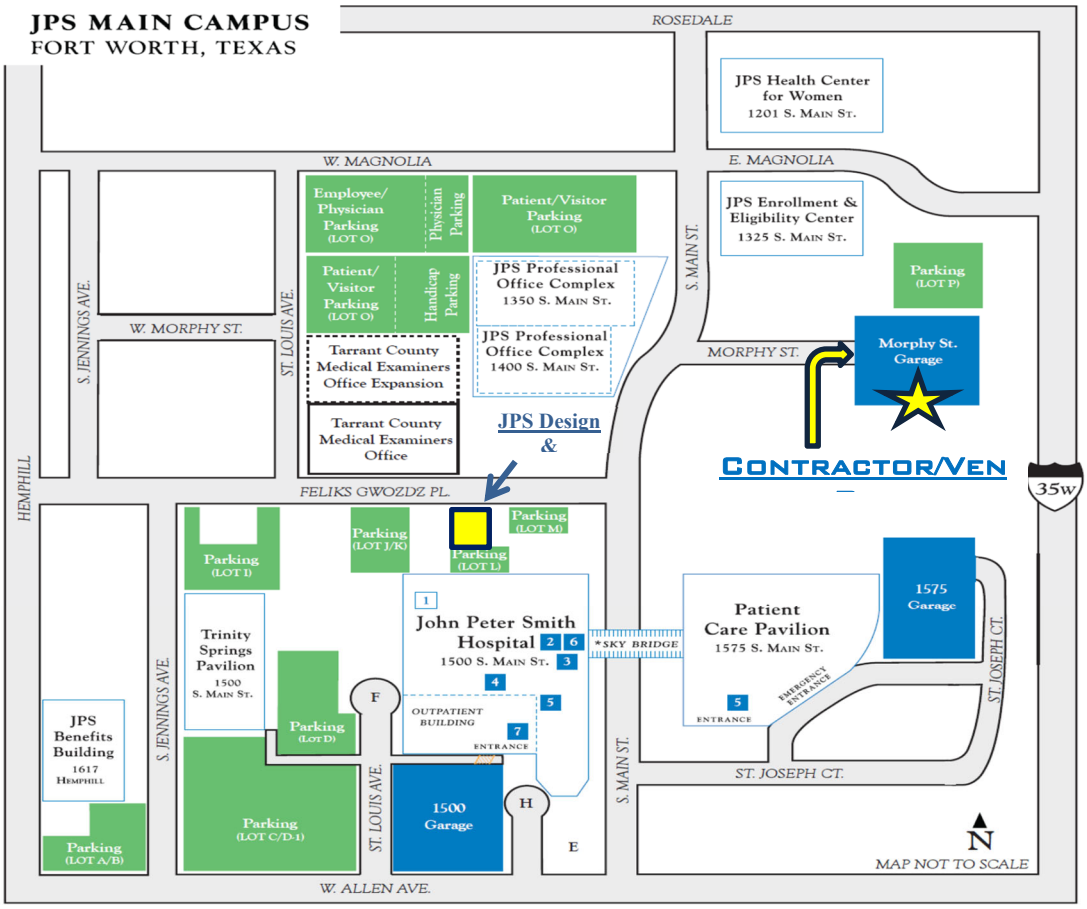
> Contracted personnel must provide evidence of all employees being free of active tuberculosis (TB) (e.g. TB skin, blood test or questionnaire) and current on their vaccinations before commencing any work within JPS Health Network stickers.

If any contractor is found not following the rules set in place by JPS, there will be a one strike verbal warning before the contractor's sticker will be taken and retraining will need to take place in order to get another sticker. On strike three, if the contractor still does not follow the safety rules after retraining then they will not be allowed back onto JPS property in the future.

16.0 Parking

All contractor and subcontractor employees must park their vehicles in approved designated areas coordinated with the JPS Project Manager. The Morphy Street Parking Garage (Lot Q) and Lot P (north of Lot Q) provides

parking that has been designated for contractors use. Contractors must not block public areas while loading and unloading materials and equipment.



17.0 Job Safety Training

Contractor is responsible for training and documenting his or her employees on:

- All OSHA required training, and
- JPS Health Network Health and Safety information.
- Infection Control Sheets

18.0 Reportable Events

All events such as spills, property damage, and any injuries must be reported to JPS District Safety as soon as they occur and in writing within 24 hours.

19.0 Risk Assessments

19.1 Pre-Construction Risk Assessment (PCRA)

A PCRA must be conducted before any work commences. Contractors working at JPS Health Network must implement all items prescribed within the PCRA, with no exceptions. Please reference **JPS Policy LS-401**.

The Contractor's competent safety person will tour the project site and observe potential safety/health hazards, including the potential hazards of confined spaces and develop a site-specific safety plan for safeguarding the Hospital, which may include the following:

- ✓ Removing the hazard when discovered.
- ✓ Guarding against the hazard as required by the PCRA, ICRA and ILSM.
- ✓ Providing personal protective equipment and enforcing its use.
- ✓ Training workers in safe work practices
- ✓ Coordinating protection of workers through other contractors.

19.2 Interim Life Safety Measures (ILSM)

ILSM's are a series of administrative actions, as outlined by The Joint Commission (TJC) Life Safety Standard, required to be taken, as appropriate to temporarily compensate for hazards caused by construction and renovation activities within the facilities of the JPS Health Network.

ILSM's required are assessed in conjunction with the PCRA, must be implemented at project startup, and continue until the hazard posed by the construction or renovation activity is removed.
Please reference **JPS Policy LS-201**.

In the event that a project is found to be non-compliant with a prescribed measure, the contractor will be immediately notified. The contractor will then have up to 4 hours to bring the non-complying measure into compliance, if deemed hazardous, then the contractor will immediately correct the hazard. Should the contractor fail to bring the non-complying measure into compliance within the required period of time allocated, the JPS Project Manager will bring the measure into compliance at the expense of the contractor.

19.3 Infection Control Risk Assessment (ICRA)

Dust is one of the leading causes of the spread of infectious diseases. The risk for infections could be significantly increased during periods of construction. Therefore, they are assessed and proper measures are taken to reduce/eliminate the potential risks identified. Minor air quality control issues must be resolved within 24 hours, major air quality control issues will be resolved immediately.

Please reference **JPS Procedure IC-137.**

See **Appendix B – Infection Control Key Points** for implementation of ALL construction projects performed within the District.

20.0 Permits

20.1 Infection Control Permit

An Infection Control work permit will be provided for ALL projects deemed to have a potential risk for the spread and communication of infectious diseases.

A copy of the Infection Control Permit must be maintained at the jobsite at all times. A copy of the assessment form is required to be kept with the permit.

DUST CONTAINMENT REQUIREMENTS

HEPA Cart:

- Class II construction or maintenance activities that are small
- Work is done in a hallway, lobby, or area where patients and/or staff are present at any time and work cannot be contained behind a closed door

Soft Containment (FRP):

- Class III construction or maintenance activities that are small and last for multiple shifts or occur within congested environments
- Short-term construction or maintenance activities that are completed within 5 days

Hard Containment:

- Class III and IV construction or maintenance activities in Behavioral Health
- Class III and IV construction or maintenance activities that are large, and/or long-term projects lasting longer than 5 days
- Class IV construction or maintenance activities that require an anteroom
- Work performed is occurring in a high-traffic area or highest risk location

20.2 Hot Work Permit

Contractors must obtain a Hot Work Permit through JPS District Safety prior to the start of any work which produces a flame, hot spot, or fire related concern. These include, but are not limited to, welding, cutting, grinding, torching, burning, or any other heat or spark producing operations. These permits are only good for the day issued and specifically for the task on the permit, unless otherwise stated. Any change of the task parameters, or outside of the given timeline, a new permit must be issued. These operations must be performed in accordance with OSHA Standards and Guidelines.

All compressed gas cylinders must be transported, handled and stored in accordance with OSHA 29 CFR 1926 Subpart J. Acetylene gas and other flammable gases must be removed, by the contractor, from the hospital at the end of every day before leaving the job site.

A fire extinguisher that has a current inspection must be maintained in the immediate access area of the hot work at all times. A fire extinguisher will be checked out at the time of permit application.

- Person requesting a Hot Work Permit will be required to complete a pre-inspection of the worksite before the permit is issued. The inspection will be documented on the pre-inspection form.
- A fire watch is required during all hot work and minimum 30 minutes after the work has completed. It will be documented on the fire watch form.

- Once the fire watch has ended the permit and fire watch form will be returned to the JPS District Safety office.
- Permits must be pulled and returned daily.

District Safety will be issuing permits from 7am – 5pm Monday - Friday. There will be a box located outside the office for completed forms to be placed in after hours.

For permits needed after hours and on weekends, the on-call Safety Representative will be notified.

20.3 Above Ceiling Work Permit

20.3.1 General Information

The intent of JPS Health Network's Above Ceiling Work Permit Program is to help ensure that openings and/or opportunities in fire/smoke barriers are noted, sealed, and inspected, to prevent the spread of fire/smoke, in accordance with NFPA Life Safety Code, 101 requirements and to ensure all work completed above ceiling has been done so in a manner in accordance with all federal, state and local rules and regulations.

Please reference **JPS Policy LS-301.**

Permit applications may be obtained from the District Safety Office, between 7:00am and 5:00pm, Monday – Friday. The approved permit must be in the possession of the person performing the work at all times while the work is underway.

20.3.2 Permit Instructions.

1. The above ceiling work permit must be secured prior to beginning any work (no exceptions).
2. The permit may be secured from the office of District Safety, Main Campus, 1500 S. Main Street, Ft. Worth, TX 76104.
3. The permittee will provide a copy of the floor plan(s) and the ICRA for the area where the work will take place.
4. The path that the job follows is to be indicated on this plan. This floor plan will be used for the permit approval and final inspection at work completion.
5. All permitted penetrations must be resealed using an appropriate, pre-approved smoke/fire stopping system/materials prior to final inspection/approval. All penetration and attachments must be made in accordance with NFPA, The Joint Commission (TJC), and the Underwriters Laboratory (UL). Only the STI fire/smoke stop system is acceptable.
    i. Only
6. All Junction Boxes (J-boxes) and other electrical devices used above ceiling must be properly installed, supported, labeled and sealed.
7. The exact locations of all penetrations must be identified, inspected, and approved after completing of work.
8. Above ceiling permits must be closed prior to submitting for final payment.

20.4 Red Tag Permit

The contractor must obtain a Red Tag Permit from the JPS Life Safety Systems Coordinator 24 hours prior to impairing any fire protection system within the JPS Health Network. This permit is applicable, but not limited to, fire sprinklers, pumps, and CO_2 systems. Whenever any fire alarm system is taken out of service for more than 4 hours, or any fire sprinkler system is taken out of service for more than 10 hours, the contractor must provide dedicated fire watch(s) in the affected area.

20.5 Energized Electrical Work Permit

20.5.1 General Information

The intent of JPS Health Network's Energized Electrical Work Permit Program is to help ensure that only when necessary the electrical system is worked on live, and in the case that it does have to be it ensures that everyone involved is fully aware and in compliance with NFPA 70E.

Permit applications may be obtained from the District Safety office, between 7:00am and 5:00pm, Monday – Friday. The approved permit must be in the possession of the person performing the work at all times while the work is underway.

21.0 Construction Activities during COVID-19 Pandemic

21.1 General Information

- All contractors and subcontractors are asked to stay home if they are exhibiting any signs of sickness.
- While on any JPS property, all workers are required to wear masks over their nose and mouth to prevent them from spreading the virus at all times.
- Ensure that extra COVID-19 specific PPE is kept within easy access of workers in case of PPE damage.
- Contractors will need to undergo the JPS screening process at one of the approved entry points on a daily basis before any work activities begin. **Please refer to attached map for Main Campus and surrounding areas**
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. Wash hands with soap for at least 20 seconds or use an alcohol-based hand sanitizer. Key times for contractors to clean their hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings

- When tools or equipment must be shared, contractors shall use alcohol based wipes to clean tools before and after use. **When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.**

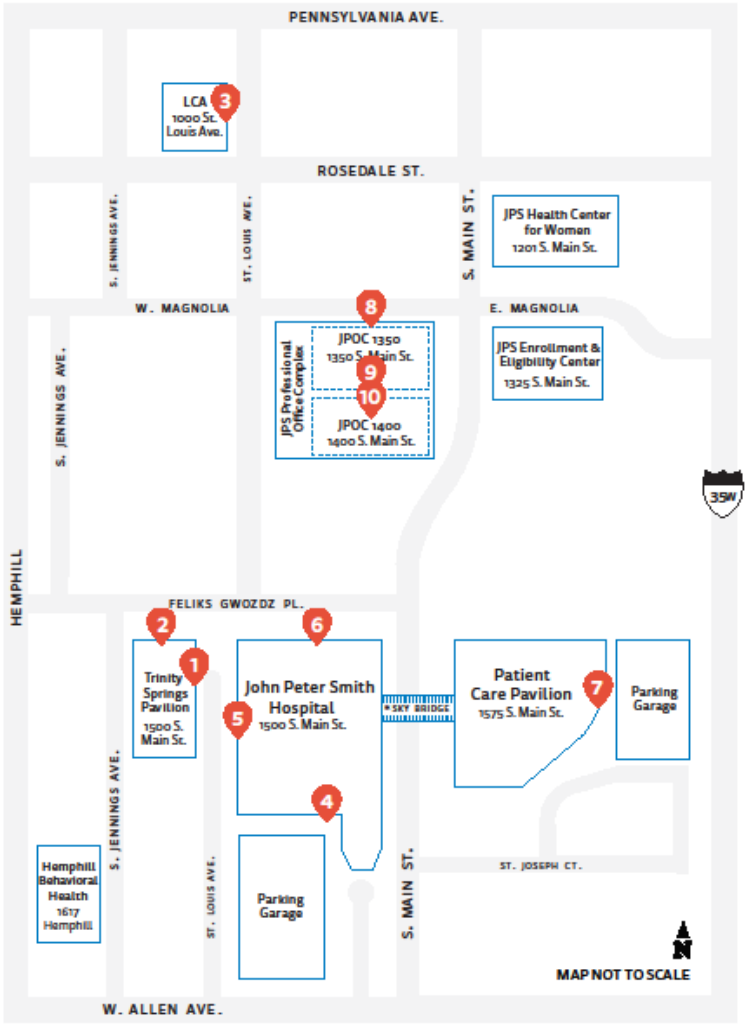
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.

- Frequently-touched items (i.e., door pulls, punch locks, etc.) should be disinfected on a regular basis. The frequency will be based on Pre-Construction and Infection Control Risk Assessments.

- Encourage workers to report any safety and health concerns. Contractors can refuse to work if they feel it is unsafe for them due to COVID-19 related issues.

- Minimize the number of workers present at worksites to only allow essential contractors.

21.2 Screening Entrances



Team Member Screening Entrances

Behavioral Health

1. Trinity Springs Pavilion, front entrance
2. Trinity Springs Pavilion, back entrance
3. Local Commitment Alternative (LCA)

Main Hospital Building

4. Southside of the building (facing the parking garage)
5. West entrance (by flagpoles)
6. Warrant Entry to basement (lower level)

Patient Care Pavilion

7. Garage entrance (first floor)

JPOC 1350

8. North entrance (first floor)
9. South entrance (first floor)

JPOC 1400

10. Main entrance on (first floor)

JPS Health Network
Fort Worth, Texas

Jobsite Required Postings: PCRA, ICRA, ILSM, EVAC, HOT WORK, ABOVE CEILING, SAFETY PLAN, CONTRACTOR ORIENTATION PACKET, EMERGENCY CONTACT LIST

APPENDIX A
JPS Emergency Contact List

Emergency Contact List

Contact Title	Contact Name	Office Number	Alt. Number
Director, Design & Construction	Lou Mattingly	817-702-4941	817-903-4782
Construction Operations Manager	Zach Miller	817-702-4935	817-657-7494
Construction Project Manager	Susan O'Donnell	817-702-4942	817-915-7469
Construction Project Manager	Jorge Escatel	817-702-4944	817-578-5584
Construction Safety	Neil Wright	817-702-4943	
Facilities Engineering Senior Manager	Omar Rodriguez	817-702-1252	
Facilities Engineering Senior Manager	Kris Rizzo	817-702-1415	
Information Technology Representative	Jamie Whitener	817-702-1233	
Infection Control Representative	Chrystia Johnson	817-702-5617	
District Safety	Micheal Miller	817-702-1570	
Fire Safety Supervisor	Sumer Hildebrandt	817-702-6701	

Emergency Response Codes

Ext. 22111 - JPS Direct Line
817-702-1120 – All Others

TCHD Police Emergency

Ext. 21120 – JPS Direct Line
817-702-1120 – For Emergencies **ON** JPS Main Campus
911 – For Emergencies **OFF** JPS Main Campus

TCHD Police Non-Emergency

Ext. 21424 – JPS Direct Line
817-702-1424 – All Others

APPENDIX B
Infection Control Key Points

Contractor Infection Control Training
Key Points

- IRCA book information posted out front of project.
- Construction areas must be isolated from occupied areas using appropriate containment barriers.
- Only authorized persons are allowed to enter the construction area.
- Signs must be posted to keep pedestrian traffic away from the construction area.
- Appropriate personal protective equipment must be worn in construction site, as prescribed by the Infection Control Permit and the Site Specific Safety Plan.
- Clothing, tools, and equipment must be free of loose soil and debris before they leave the construction area.
- Worksite must be swept or vacuumed with a HEPA-filtered vacuum multiple times daily to remove dust and debris if IRCA required.
- Areas adjacent to the construction area must be damp mopped one or more times per day if IRCA required
- Walk-off mats must be placed and maintained at worksite entrances to minimize dust by construction workers.
- Transport of construction materials, tools, equipment in and out of project site must be covered, and minimized until project completion.

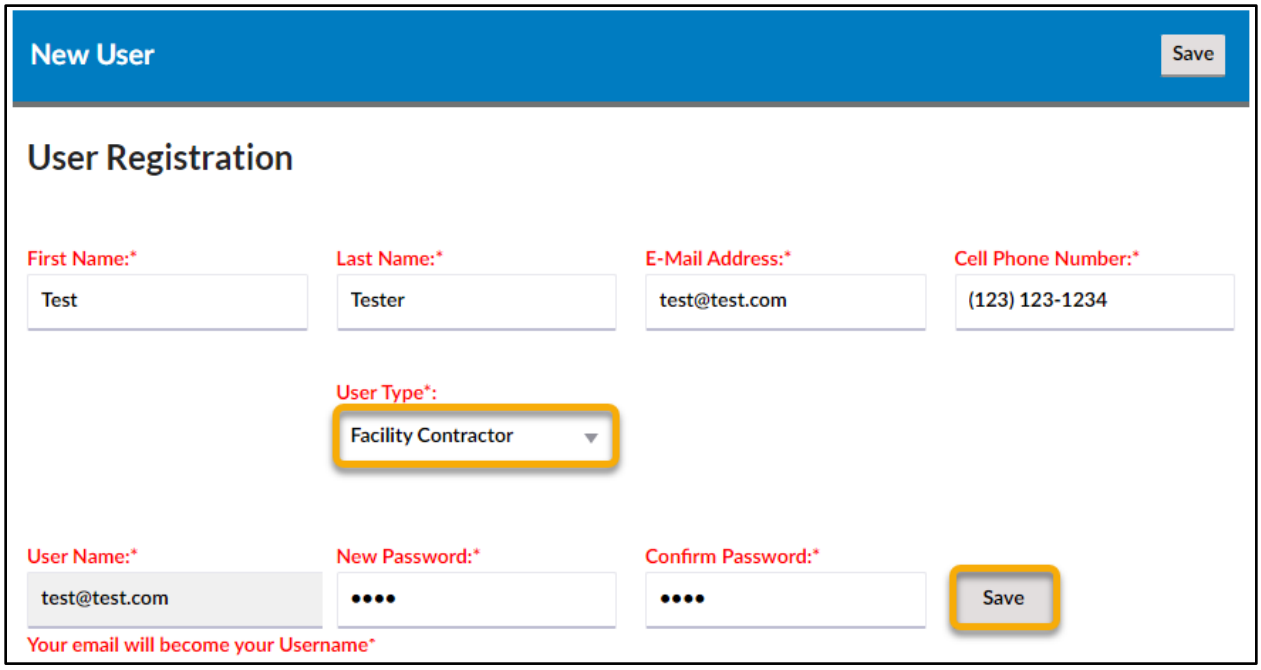
Completing Contractor Orientation

Registering for JPS Learn

1. Use the following link to access JPS Learn
   https://lsglm700.learnsoft.com/LSGLM/Login/JPSLOGIN.ASPX?ecart=1

2. Click on the **New User Link**

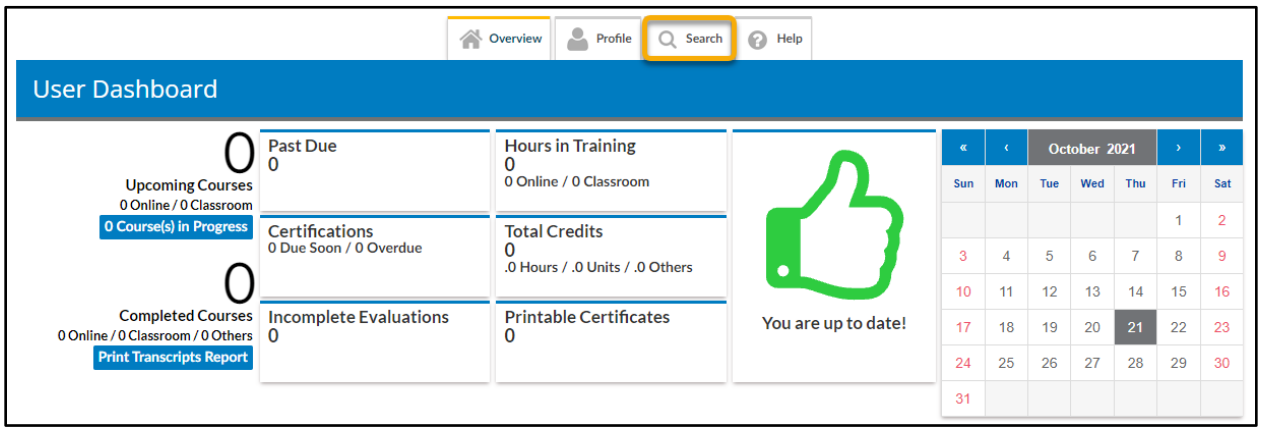
3. Enter all of the required information, and select **Facility Contractor** as a User Type. Once you have entered all of the information click the **Save** button. You will receive a confirmation email confirming your registration.



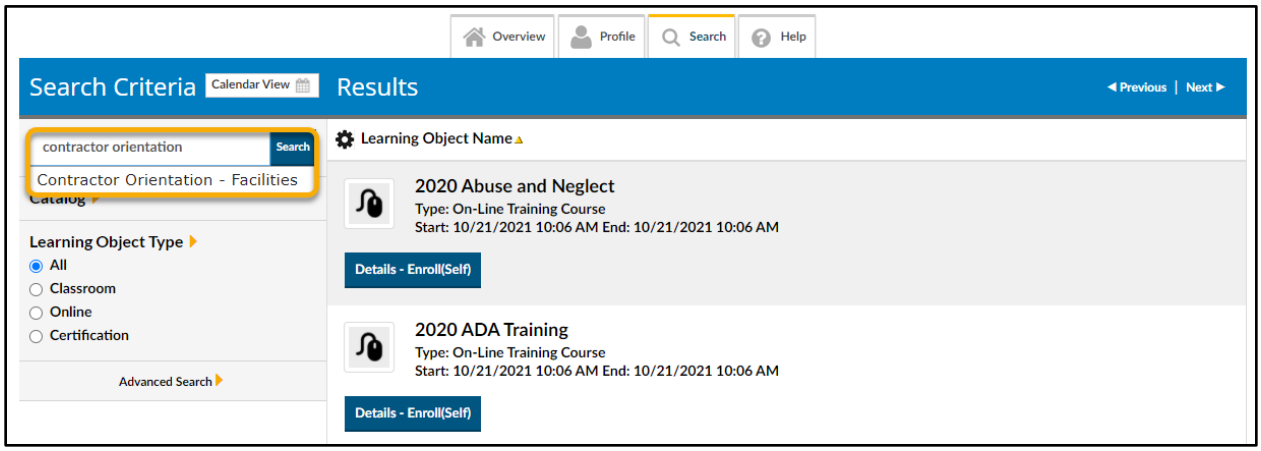
Enrolling in the Contractor Orientation Course in JPS Learn

1. Once you have completed registration you will need to log in using you username (email address) and new password.

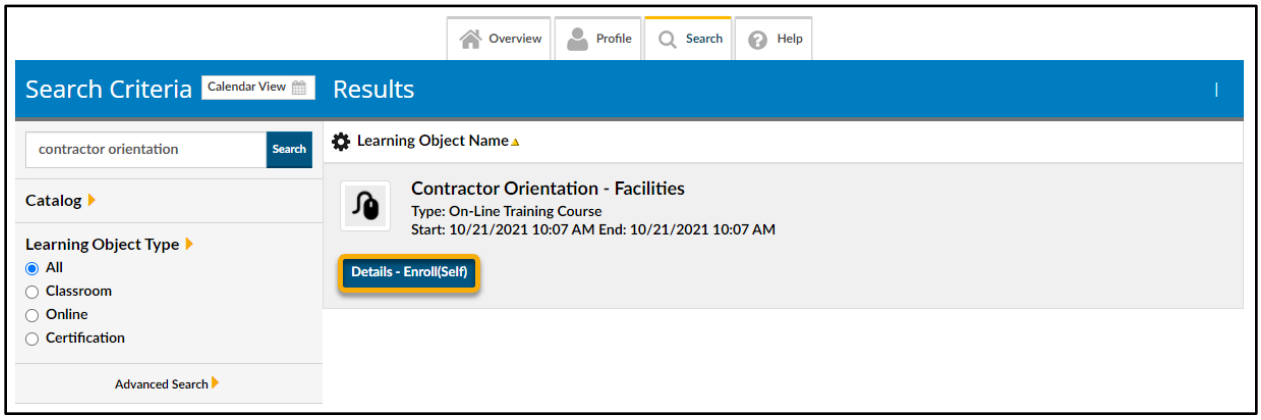
2. Click on the **Search** tab



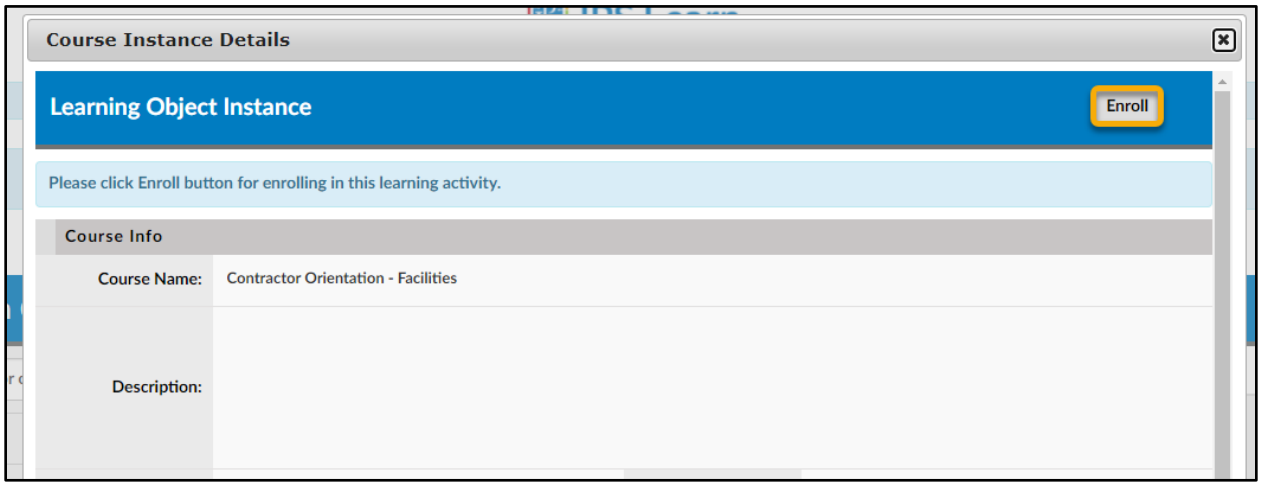
3. In the Search box type "**Contractor Orientation"** and press **Enter** or click the **Search** button.



4. Locate the Contractor Orientation – Facilities courses and click on the **Details – Enroll(Self)** button.

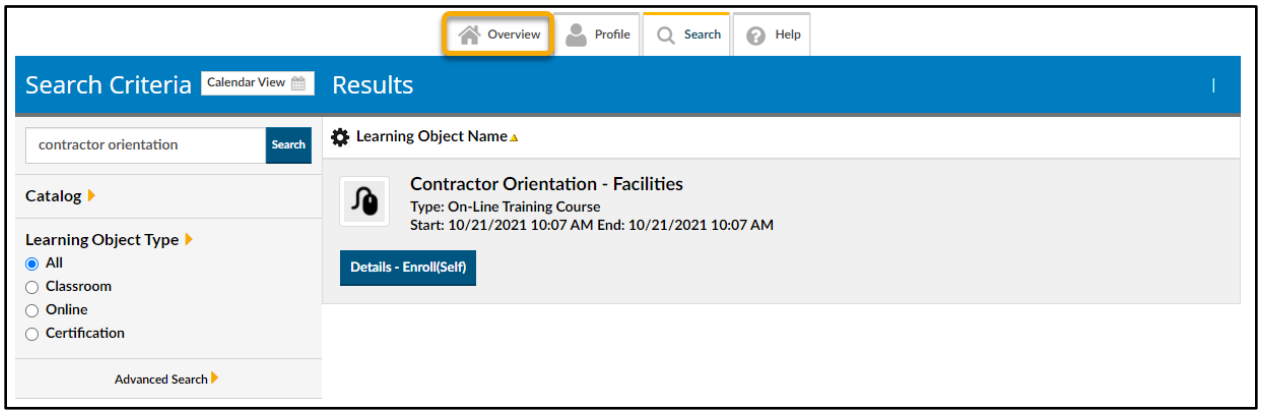


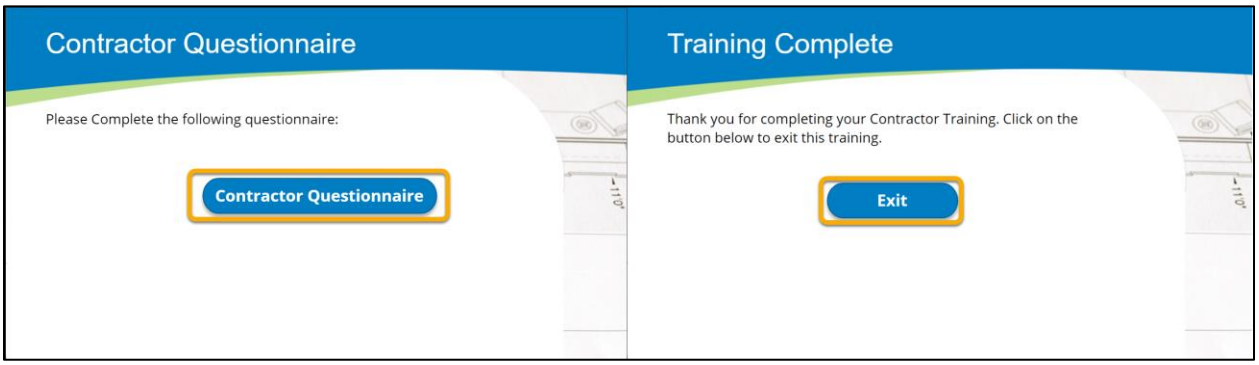
5. Click the Enroll button in the top right corner to complete enrollment.



Completing the Contractor Orientation Course in JPS Learn

1. Once enrolled click on the Overview tab to navigate back to your homepage.



2. Click on the **Launch** icon next to the course.

3. Review the material and navigate through the entire course, complete the questionnaire, and click on the Exit button at the end to receive credit for the course.