



Delaware State University

University Area(s) Responsible: Office of Enterprise Risk Management

Policy Number & Name: 7-34: Vendor, Contractor, and Service Provider Safety Procedure

Approval Date: 1/29/2013

Revisions: _____

Reviewed: _____

Related Policies & Procedures: 7-30: Incident and Management Reporting, 7-33: Insurance Requirements for Vendors, Contractors and Service Providers

Purpose

The purpose of this procedure is to ensure that vendors, contractors and service providers (collectively, "Vendors") provide the goods, work and services the University needs in a safe manner so as to protect the Delaware State University (DSU) community, visitors and outside personnel working at the University at any given time.

Scope

This procedure applies to all Vendors hired by the University and to those University departments/units who hire them.

Procedure

All steps described below need to take place before any work or service can begin.

Whenever the need for goods, work, or services is identified or requested by a University department the following requirements must be met before work can begin:

- Evaluate work to be done and produce a scope of work report.

- Share scope of work with the Office of Enterprise Risk Management (ERM) for review.
- Discuss potential risks involved and ways to reduce or eliminate them.
- Follow Purchasing Procedures and Guidelines to determine appropriate Vendor.
- Draft a contract and submit it to ERM and General Counsel for review.

- Once contract is approved request current Certificate of Insurance from Vendor and ask that DSU be named an additional insured (see DSU Risk and Safety management policy 7-33). Ask for their Safety Program and discuss scope of work including potential risks, preventive measures, equipment needed (including Protective Personal Equipment if applicable). Information on subcontractors being used also needs to be provided including company name, names of workers and contact information and what they will be doing.

- Inform Public Safety Department, Department or Unit head about the nature of the work to be done, the duration of the work and precautions taken to ensure the safety of the staff that works in the building. The department or head will be responsible for communicating this information in a timely manner to his or her staff and address any questions or concerns. Signage providing warnings and other necessary information should be placed before the start of any project.

- Upon the arrival of on campus, the Vendor must register at the Main Gate with Public Safety and a knowledgeable person from the department or unit requesting the work needs to be present at the work site to review the scope of work and to do a walk through with the Vendor and to ask or answer any questions that may come up. That person needs to remain close to the work or activity area to monitor what is taking place, answer questions and contact Public safety, ERM and facilities in case of an accident or emergency.

Should an accident or emergency occur:

- Contact Public Safety
- Contact Risk Manager who will inform the General Counsel
- Contact Facilities Department Exec. Director
- Contact the Office of Student Affairs
- Contact department or unit head

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