1. **Background**
   1. Renovation works within the units/faculties, such as renovations to labs, classrooms, auditoriums, etc., are performed as needed throughout the year. Renovations are performed by outside contractors.
   2. Violation of safety and hygiene rules by contractors working within the area of the unit/faculty are liable to cause harm to them and to workers, but there is also the risk of harm caused to University property and employees.
2. **Goal**

The purpose of this procedure is to set forth the rules for ensuring safety levels for renovation works and to define the responsibility for safety.

1. **Definitions**
   1. **Renovation work:** Performing works inside buildings, in units or faculties, that include renovations to laboratories, classrooms, auditoriums and any other area within the building spaces, except for construction and engineering construction as these are defined in the Safety at Work Ordinance, 5730-1970.
   2. **Client:** A University entity or unit with suitable authority to order the work in coordination with the Maintenance Unit.
   3. **Renovations contractors:** Any contractor who is hired by the Maintenance Unit for the purpose of performing the renovation.
   4. **Project manager:** Someone appointed by the head of the Maintenance Unit to lead the project, who will supervise and oversee all aspects of the project and serve as a liaison between the performing contractor and the University.
   5. **Safety supervisor:** A professional entity, external or internal, who is certified by the Ministry of Industry, Trade and Labor as qualified to serve as a safety supervisor for the faculty.
2. **Responsibility**
   1. **Responsibility of the Project Manager**

* To comply with regulations, standards issued by the competent authorities and University directives.
* Overall responsibility for all of the renovations works.
* To ensure compliance with all safety and hygiene requirements set forth in the laws and regulations.
* To ensure that before performing the works the contractor has all of the tools, and the proper and standard protective equipment suitable for the type of work he is performing.
* To ensure that all documents, licenses and permits of any type, and certifications for the contractor and his employees are presented, including periodic testing of equipment installations that must be tested according to regulations.
* To provide updates regarding work that was ordered by the Safety Unit and to receive instructions and specific safety guidelines as needed.
* To ensure that the contractor signs off on the work instructions and safety directives for the renovation work.
* In the event of a safety event near the renovation, he must send a report to the safety center, which will send additional reports to all University entities according to the procedures.
* **He is permitted to stop the contractor’s works at any time if the contractor fails to follow the work safety and hygiene directives**.
  1. **Responsibility of the client ordering the work**
* To comply with regulations and standards issued by the competent authorities and with University directives.
* To ensure that the area where renovations are being performed is free of unit personnel and equipment while the work is being performed.
* To ensure that the area where renovations are being performed is cordoned off, in coordination with the project manager, to prevent access to the area by University employees and students.
* The area will be cordoned off using suitable equipment, including fences, red warning tape and appropriate signage (“Construction work area” + Contractor’s name and telephone, “No Entry,” etc.)
* To inform the project manager of any malfunction or change taking place in the renovations area.
* To visit the site with the contractor and show him where the electricity sources and firefighting equipment are located before he begins working in the renovations area.
* To instruct the contractor about hazardous materials and equipment or other hazards located in the work area that the contractor might not know about, before starting the work.
  1. **Responsibility of the safety supervisor**
* To ensure compliance with regulations and standards issued by the competent authorities, and compliance with University directives.
* To advise and assist the project manager and the client on the issue of work safety.
* To prepare safety procedures in the renovations area, if necessary.
* To supervise the contractors’ work in the renovations area in terms of safety and hygiene.
* **The safety supervisor is permitted to stop the contractor’s works at any time, in coordination with the project manager, if the contractor fails to follow the work safety and hygiene directives.**
  1. **The contractor’s responsibility**
* To comply with regulations and standards issued by the competent authorities, and with University directives.
* To uphold the work safety and hygiene directives in accordance with the law and with University directives.
* To act according to instructions issued by the project manager and the safety supervisor.
* To report to the project manager of any danger or hazard in the area.
* To ensure there is personal protective equipment for each worker, according to the type of work.
* To arrange for the removal of waste accumulated as a result of the renovations work (as required by the law) and to instruct the workers accordingly.
* The contractor will ensure that construction waste is not thrown into the bins or compactors, and only in places designated for such waste.
* The contractor will be responsible for his workers’ safety.
* The contractor must instruct his workers on safety issues and must keep a training log according to the requirements of the law. The contractor will present the training log to the project manager before performing the work

1. **Handling a safety event**

* In the case of a safety event in the renovations area:
* Immediately administer first aid.
* Do not change the conditions at the scene of the event until the project manager and safety supervisor have arrived at the site.
* Report to the safety center, which will send reports to all the appropriate University entities according to the directives.
* A joint investigation must be carried out by the safety supervisor, the project manager and the contractor.

1. **Safety of installations and equipment**

The contractor is responsible for ensuring the suitability of the machinery and equipment he is using, and therefore he must ensure compliance with the following rules:

* 1. All equipment and installations requiring periodic testing according to the regulations shall be tested by a certified inspector, and the appropriate valid surveys must be kept by the contractor.
  2. All equipment and installations being used must be in good and proper working order, and should be tested by the contractor during the work.
  3. Any hazardous part of a machine or installation must be fenced off for safety.
  4. **Electrical equipment** requiring testing and approval by a certified electrician must have proper authorization permitting its use. Any work involving electrical repair or disassembly must be performed only by a certified electrician.
  5. Do not use lifting equipment to hoist/transport materials and equipment above the heads of employees and passersby.
  6. Secure all electrical cables against mechanical damage and/or damage that would cause malfunction.
  7. Portable electrical tools must have double insulation, with electrical power fed by a switch that operates through a residual current circuit breaker with a sensitivity of not more than 0.03 amps.
  8. The use of portable tools that operate manually or using compressed air or electricity will be permitted only if they are in good condition and are appropriate for their designated use.
  9. During breaks and after work hours, be sure to lock up the tools in a way that will prevent the possibility of their being used by unauthorized persons, and such that they do not endanger workers and passersby.
  10. The contractor may not use equipment belonging to the custodian (e.g., extension cords, ladders, etc.) but rather, equipment that belongs to the contractor, as aforesaid, which is in good working order and suited to its purpose.
  11. The contractor must examine and brief his employees in the safety procedures according to the relevant work to be done.
  12. The contractor must require his workers to report any unusual occurrence or safety malfunction.
  13. For any work that is potentially hazardous, the contractor must be sure to place at least two workers at the site.

1. **Fire prevention**
   1. Every contractor and all of the contractor’s workers must learn and know the location of firefighting stations in the area where they are working (water mains, fire hoses, pipes and fire extinguishers), and must know how to operate them.
   2. Welding and work with open flame/work with heat require that the contractor make proper firefighting equipment available and in the necessary quantity, and will have a sufficient number of people standing by to prevent a fire, and all this must be accessible.
   3. The use of open flam requires the contractor to treat the work area, for a radius of at least 10 meters, by cleaning it and removing any flammable and combustible equipment.
2. **Safety in the activity site**
   1. Before performing any action, the work area must be fenced in and/or designated with prominent signs using the appropriate means.
   2. The contractor’s workers must have personal protective equipment that is suitable for the nature of the work they are performing.
   3. Materials that are hazardous, explosive, flammable, toxic, corrosive, compressed or radioactive, must be stored in places that have been approved for this in advance.
   4. The contractor must train his workers before work begins and will document completion of the training concerning risk factors entailed in the work of each employee.
   5. Operations that pose a hazard to people nearby must be coordinated in advance with the head of the faculty/unit, in order to evacuate people and equipment if necessary.
   6. Main passageways and emergency exits must remain clear and open at all times.

**This directive is supplemented by additional safety instructions on various technical issues; furthermore, this directive does not derogate from the existing laws, standards and regulations.**

1. **Contractor’s signature**

The contractor must sign a copy of this directive as indicated below:

“I hereby affirm that I have read the above directive and its requirements are clear to me. I understand their content and my workers and I undertake to act in accordance with these instructions.”

|  |  |  |
| --- | --- | --- |
| Date |  | Signature |
| ID Number |  | Surname and Last name |
| Company name |  | Company address |