CONSTRUCTION CONTRACTOR TRAINING
ENVIRONMENTAL STATEMENT

The Detroit Medical Center is dedicated to the health and safety of its patients, employees, customers, community and environment.

We are committed to:
• the prevention of pollution,
• compliance with environmental regulations and other requirements, and
• continuous improvement.

THINK GREEN   Environmental Hotline 1-800-8ETHICS   THINK CLEAN
As contractors and vendors of the DMC, you are required to:

- Perform your activities in accordance with all applicable laws and regulations.
- Ensure staff competency in performing assigned duties.
- Post DMC emergency contact numbers for ready access in the event of an emergency.
- Immediately notify the Site Safety Officer of any spills, releases, or other environmental incidents.
- Provide the DMC with a list of chemicals/hazardous materials to be used prior to bringing such materials on site.
- To contact the Site Safety Officer, see “Emergency Contact Numbers”
Consequences of not performing work in accordance with regulatory rules and regulations:

• Harmful effect on the environment
  • Patients
  • Staff
  • Physical environment
• Injury to self or other
• Fines or other legal consequences
• Removal from DMC property
In its commitment to the prevention of pollution, the Detroit Medical Center strives to reduce the amount of materials removed as waste. This can be accomplished as follows:

Reduce: Limit the delivery of material brought to the site to the minimum amount needed.

Reuse: Sort material to use in the original form either on-site or off-site.

Recycle: Sort materials to be used for the purpose of using the altered form in the manufacture of a new produce.

Salvage: Remove waste materials from the site for resale or reuse by a third party.
At the Detroit Medical Center Customer Satisfaction is foremost.

Customers are:
- Patients.
- Visitors.
- Employees.

Customers are to be treated with the utmost respect and courtesy. The customer's perception is all the matters. Their perception IS their reality.
Customer Service

Always:

- Treat Customers as you wish to be treated.
- Give customers the right or way (patient care areas, offices, elevators and other public areas).
- Explain what you are doing when working in an area.
- Maintain professional behavior.
- Dress in an appropriate manner especially in public areas.
  - Do not wear cut-off t-shirts or jeans or clothing with language that could be deemed offensive.
Customer Service

Treat Customers as if your job depended on satisfied customers.

IT DOES!
General

- All construction noise is to be kept to a minimum.
  - The source of any disruption to patient care must be terminated.
- Workers arriving on off-hours or on weekends are to coordinate with Facility Engineering and Construction (FECD) staff.
- Contractor shall use only designated facilities.
General

◆ Contractor shall as a minimum post the following:
  • Emergency Codes
  • Emergency contact numbers
General

- Contractor shall have a policy for lock-out tag-out.
- Contractor shall have a policy for confined spaces.
  - Confined spaces shall be identified by FECD.
- Leftover construction materials are to be disposed of or stored per FECD instructions.
General

- Materials, tools or other equipment should not be left unattended
  - Locked tool carts, boxes and "gang boxes" are recommended
- The DMC is not responsible for the contractor’s tools, equipment or supplies
General

◆ Construction personnel shall wear personal protective equipment consistent with the task(s) being performed.

◆ This may include:
  • Safety glasses, goggles, or face shields.
  • Hard hat.
  • Safety shoes.
  • Respirator (must be fit-tested).
  • Other as appropriate.
ENVIRONMENT OF CARE PROGRAM

- Reduce or control the environmental hazards
- Prevent accidents and injuries
- Maintain safe conditions for patients, staff and visitors

GOALS

To provide a safe, functional and effective environment for patients, staff and visitors
GENERAL SAFETY

HAZARD SURVEILLANCE

Keep work areas clear of clutter and excess dust. Do not block corridors or fire exits. Seal all penetrations when work is completed and replace all ceiling tiles.

HAZARD DETECTION

Report all safety hazards and unsafe conditions promptly to FECD personnel or the hospital Safety Officer.
PATIENT/STAFF SAFETY

- Notify FECD where you will be working in the building
- Use appropriate barricades
  Consider physically-challenged individuals
- Talk to clinical staff when beginning work near patient care areas
  Do not enter patient care rooms without permission
- Listen to emergency codes and alarms and act accordingly
SMOKING POLICY

OUR HOSPITALS ARE SMOKE-FREE ENVIRONMENT

THERE IS NO SMOKING ON ANY DMC PROPERTY
SMOKING POLICY

- Employees, physicians, patients, visitors, contractors, and anyone else on DMC property will not be able to smoke:
  - Inside or outside of DMC buildings.
  - On pathways to and from DMC buildings.
  - Parking lots or in personal vehicles parked in DMC parking lots and structures.
  - Smoking will also be prohibited in DMC-owned vehicles (on or off campus).
  - In Brush Mall.
SECURITY MANAGEMENT

Wear ID badges at all times when on DMC property

Park only in designated areas
Do not leave valuables in plain view

Call Security to report emergencies

Authorized personnel only

RESTRICTED
All contractors, vendors and service technicians shall wear ID badges or vendor passes at all times when working on DMC property.

- ID Badges shall be obtained from Security for all representatives working three (3) or more consecutive days.
- Vendor passes shall be obtained by all other representatives, from the information desk or other designated location, on a daily basis.
- Badges and passes shall be returned when finished.

Contractor is to maintain a secure construction area at all times.
HAZARDOUS MATERIALS AND WASTE MANAGEMENT

Types of Hazardous Materials in Healthcare Facilities

- Chemicals
- Disinfectants
- Radioactive Materials
- Chemo Drugs
- Infectious Materials
HAZARDOUS MATERIALS AND WASTE MANAGEMENT

MSDS Retrieval System for all DMC chemicals

Call Poison Control at 1-800-222-1222
Huron Valley (248) 937-3427
Airborne dust and debris is created from large-scale projects that require demolition to smaller projects that require wall disruption or removal of ceiling tiles. Dust and debris generally don’t affect healthy persons, but can cause serious fungus infections in sick hospitalized patients. All construction personnel and contractors must take measures appropriate to their project to minimize and to protect patients from dust and debris.
INFECTION CONTROL

◆ **Advance Planning.**
  - Define any specialized infection control needs for isolation rooms, localized exhaust, handwashing sinks and finishes.
  - Patient and procedure areas must be unoccupied.
  - All patient's, equipment, and supplies are to be removed from area.
  - Cover non-removable equipment.
  - Medical waste is removed from the area.
INFECTION CONTROL

◆ Traffic Control
  • Designated egress
  • Authorized personnel only
  • Reroute traffic away from work area
  • Proper signage
INFECTION CONTROL

- Dust and Debris Control.
  - If work will create airborne dust or falling debris, seal area with:
    - Rigid barrier walls (complete seal, dustproof, without penetrations).
    - or-
    - For smaller projects heavy plastic sheeting.
  - Keep room doors closed.
  - Keep windows closed to preserve air balance and prevent patient exposures
  - HEPA filtration options, as needed.
  - Periodic clean up.
Dust and Debris Control (cont.).

Cleaning.

- Define responsibility to clean up area during and after project completion. Coordinate schedules to keep area clean.
- Areas under construction shall be cleaned on a daily basis.
- Walk off mats, replace as needed.
- Sweep or mop mats and floors daily and as needed.
- Areas subject to foot traffic are to be vacuumed throughout the day as required and at the end of the workday.
Dust and Debris Control (cont.)

Debris Removal
- Remove in carts with tight-fitting cover
- Remove after hours as much as possible
- Designated elevators and exit route
- Debris carts should exit if patients need elevator
- Demolition chutes must be covered and at least 25’ from an air intake
**Demolition**

- Negative pressure, seal window openings
- Seal off ventilation to adjacent areas
- Exhaust to outside
  - If air must be recirculated, contact Epidemiology and Facilities Engineering and Construction first
- HEPA filtration options
Commissioning.

- Ensure correct air balance and filtration for general HVAC systems.
- Ensure correct air balance and filtration for local exhaust systems in specialty areas such as isolation rooms, operating rooms or transplant units.
- Disinfection of plumbing systems as required by MDCH.
INFECTION CONTROL

◆ Working in Special Procedure Areas (O.R., Isolation rooms etc.)
  • Consult with department supervisor/manager for special instructions and special garb

◆ Emergency Repairs
  • Consult with department supervisor/manager to move patients and equipment before beginning work
**INFECTION CONTROL**

◆ **Contractor Protection.**
  - Assume all blood and body fluids are bio-hazardous and notify FECD Project Engineer if unexpected medical waste (needles, needle boxes, red bag with a biohazard symbol) is encountered.
  - If you should have patient contact wash hands thoroughly before and after.
  - Wear PPE (Personal Protective Equipment) appropriate to task or as instructed by hospital staff.
  - Notify FECD Project Engineer and epidemiology if you have been accidentally exposed to a contagious patient or a suspected infectious agent.
  - Exposure/injury: Report to supervisor. Call 911 if emergency.
  - Do not eat or drink in construction area for your protection and to control pests.
INFECTION CONTROL

◆ **Monitoring**
  - Epidemiology Checklist:
    - Air handling
    - Barrier integrity
    - Dress code
    - Environmental control
    - Noise
    - Traffic control
    - Water supply
INFECTION CONTROL

- **Compliance**
  - Project may be shut down if imminent danger to patients, visitors or staff exists
  - Non-compliant contractors are subject to removal from project

- **Contact Epidemiology for any infection control questions (see Emergency Contact Numbers)**
EMERGENCY CODES

Code Red – Fire
Code Black – Severe Weather
Code Silver – Person with Weapon/Hostage
Code Gray – Combative Person
Code Orange – Hazardous Material Spill/Release
Code Yellow – Bomb Threat
Code Pink – Infant Abduction (<1 year-old)
Code Purple – Child Abduction
Code Blue – Adult Medical Emergency
Code White – Pediatric Medical Emergency
Code Brown – Neonatal Medical Emergency
Code Evac – Evacuation of Patients Required
Code Violet – Radiation Incident
Code Triage Internal – Internal Disaster
Code Triage External – External Disaster
Utility Alert (utility) – Utility Alert
**FIRE PREVENTION**

**R**escue anyone from immediate danger to a safe area of refuge beyond fire doors.

Pull the alarm box nearest you. Contact your operator or security department and give exact location of fire. At MIOSH dial 140 and page "Code Red" overhead 3 times

**C**onfine the fire by closing all doors

**E**ntinguish (put out the fire) with the appropriate fire extinguisher, if you are trained to do so.
If you smell a burning odor, see fire or smoke, activate the facility’s CODE RED PLAN immediately (RACE).

Touch any closed door before entering.

If warm to the touch, DO NOT OPEN.
Keep corridors clear of obstruction as they provide a safe means of exit in the event of fire.

Corridors and stairwell doors must never be blocked or propped open.

Never use elevators in the event of fire.

Do not block fire extinguishers, fire alarm pull boxes, fire hose cabinets and fire doors.

Do not block sprinklers. Leave at least 18 inches clearance from sprinkler head and items stored.
FIRE PREVENTION

- Any flammable materials (paint thinner, rags, etc.) are to be stored in tightly sealed containers.

- Only one day’s use of these material are to be stored on site.

- Any flammable material (i.e. acetylene in use or storage) must be securely chained in place to prevent accidental release of pressurized gases.

- Any penetrations through firewalls or smoke barriers will be immediately sealed with appropriate fire stopping materials.

- **NO** openings are to be left unattended.
Features of Fire Protection are not to be disabled (without prior approval of FECD). This includes but is not necessarily limited to:

- **Fire Alarm systems**
  - pull stations
  - chimes
  - strobes

- **Fire suppression systems**
  - water based
  - kitchen
  - other gaseous systems

- **Structural components of fire protection systems**
  - fire and smoke separations
  - doors
  - self closing mechanisms
  - positive latching devices
Notify FECD prior to performing any of the following so that an ILSM assessment can be performed.

- Alter or compromise the integrity of exit access, exit, or exit discharge features.
- Significantly compromise the building’s defend in place compartmentation features (fire or smoke door missing or wall penetration).
- Impair the buildings fire alarm or suppression system.
- Involve hot work (i.e. welding, cutting, brazing).
- Involve the presence of combustibles and/or debris greater than one large non-combustible container (55 gal.) after leaving for the day.
Above the Ceiling Work Permit

Project: __________________________
Department/Company: __________________________
Name: __________________________
Date: __________________________
Phone: __________________________
Pager: __________________________
Fax: __________________________
Location: __________________________
Start Date: __________________________
Finish Date: __________________________
Description of work to be performed: __________________________
System(s) to be installed or modified: __________________________
- Communication/Data
- Fiber Optic
- Television
- Electric
- HVAC
- Other (explain): __________________________
How will work be supported: __________________________
- Deck
- Existing Casework
- New pipe or conduit rack
- Existing cable tray
- New cable tray
- Wall
- Other (explain): __________________________
Will any penetrations be made in walls, ceilings or roofs: Yes No __________________________
Describe: __________________________
Note: All penetrations must be sealed at the end of the day.
Will any permanent modifications be made to visible ceilings or walls: Yes No __________________________
Describe: __________________________
Authorized to proceed: __________________________
Interim inspection: __________________________
Date: __________________________
Final inspection: __________________________
Date: __________________________
Above the Ceiling Work Permit

- Prior to performing any work above a finished ceiling the contractor shall obtain an Above the Ceiling Work Permit (ATC) from FECD.
- The contractor will also be given tags to place at any barrier penetrations.
The ATC Permit request shall include:

- Description and location of the work to be completed.
- A floor plan of the route indicating barrier penetrations.
- How the work will be supported (Note fire sprinkler piping or hangers are NOT to be used to support work).
Above the Ceiling Work Permit (cont.)

- A copy of the permit shall be conspicuously displayed at the work site.
- Tags shall be conspicuously displayed at any penetration.
- A copy shall remain in the site FECD office.
Above the Ceiling Work Permit (cont.)

- The contractor shall examine the site(s), prior to beginning any work. Any existing penetrations 5 feet in any direction from the new work in a fire or smoke barrier shall be brought to the attention of FECD.

- Any penetrations not identified prior to beginning work shall be the responsibility of the contractor to fire stop.
Above the Ceiling Work Permit (cont.)

- At the end of each work day the contractor shall fire stop any penetrations made in barrier walls.
- Upon the completion of the project the work site shall be inspected by the designated FECD representative. The permit will be signed by the representative indicating approval of the work.
Above the Ceiling Work Permit (cont.)

Upon the completion of the project the designated FECD representative shall:

- Inspect all penetrations. The tag identifying the penetration locations shall be signed by the representative and affixed next to the penetration.
- The permit shall be signed with a copy given to the site FECD manager.
Above the Ceiling Work Permit (cont.)
Above the Ceiling Work Permit (cont.)
Prior to performing any hot work a "Hot Work Permit" shall be obtained from the site FECD office.

FECD will determine which ILSM's are to be put into effect.

The hot work site must be inspected before commencing the work.
  – Any ignition sources are to be removed.
HOT WORK (cont.)

- Personnel shall wear appropriate personal protective equipment (i.e. gloves, hoods, goggles, aprons).
- An attendant (with appropriate fire extinguishing equipment) shall be present at all times providing a fire watch in the immediate area. The fire watch shall remain in effect for four hours after the completion of the work.
UTILITIES MANAGEMENT

- Notify FECD 5 days prior to work on any utility (electric, water, steam, gas or medical gas)
  - Shut-down must be coordinated with FECD staff
- Immediately report any accidental utility interruption
- Contractor is responsible for recertifying any system where applicable
PATIENT CONFIDENTIALITY

- During the course of doing business you may come in contact with confidential material or information.
- This information shall not be divulged to anyone, whether employed by the DMC or not.
CODE of CONDUCT

* Gifts or inducements shall not be offered to any DMC employee.
* Such gifts include but are not limited to:
  * Monetary gifts, awards, bribes, incentives, inducements, trips or other tangible benefits that would suggest or create any obligation from employees.
HARASSMENT

- The DMC prohibits and will not tolerate harassment or discrimination.
- Harassing behavior can be verbal, non-verbal, or physical.
- Intent is irrelevant. The impact on the recipient is relevant.
# HARASSMENT

Harassment may be based on:

- Race
- Religion
- National origin
- Height, weight
- Age
- Disability/handicap
- Color
- Sex
- Sexual orientation
- Marital status
- Veteran's status
- Any other protected civil rights status
Failure to follow any DMC policy or procedure could result in temporary or permanent dismissal from all DMC facilities for both you and your company!
QUESTIONS?

If you have any questions contact the appropriate FECD personnel.
The End!