



Contractor / Vendor Safety Manual

All contractors and vendors conducting business at the Salk Institute for Biological Studies, the Institute, at 10010 N. Torrey Pines Road, La Jolla, CA 92037 must:

1. Review this manual carefully and have all questions answered
2. Complete training verification form at the end of this document
3. Return the completed form to the Environmental Health and Safety (EH&S) department

1. INTRODUCTION

The Institute is committed to providing and maintaining a safe and healthy work environment for all contractors and vendors working on Institute property. Contractors/vendors are required to comply with the policies and procedures stated in this manual, as well as, all applicable federal, state and local environmental and safety regulations.

Please contact the EH&S Department at x1318 if you have questions or need clarification on any policies or procedures. Please take note of Emergency Contact numbers in the below table.

Emergency Contact Numbers	Phone
San Diego Emergency Services (medical / fire)	911
On-Site Emergency Assistance (24/7)	x1300
Non-Emergency Assistance	x1206

2. SAFETY POLICIES AND PROCEDURES

Contractor / Vendor Arrival

All contractors and vendors are required to check in with the Security guard posted at the main East gate. All contractors and vendors must be escorted to their authorized work area unless prior clearance is obtained from the Institute contact. Contractors and vendors may be issued temporary identification badges with limited access to specific areas and/or time frames. These badges will be issued at the discretion of the Security Services department.

Authorized Work Areas

Authorized work areas within the Institute will be defined and reviewed by the Institute contact. Access to non authorized Institute areas is prohibited for your safety and security. All contractors and vendors are required to maintain an organized and clutterfree work area. All materials, tools, waste materials, etc. must be removed from the site at the end of the day unless arrangements have been made with the Institute contact.

Parking

Contractors may park their vehicle in a designated contractor parking space. Vendors may park in the East parking lot. You will be notified if your Institute contact reserved a parking space in the East lot.

Smoking

The Institute is a tobacco free environment. Use of tobacco products in any form including unregulated nicotine products (e.g. e-cigarettes), is prohibited on all Institute property owned or leased by the Institute.

Eating and Drinking

Eating and drinking is not allowed in research laboratories and support areas. Contractors and vendors should eat in the Salk cafeteria or in outside eating areas. Please dispose of trash in an appropriate receptacle.

General Safety Rules

- Always wear appropriate Personnel Protective Equipment (PPE) that is required for the area you are entering and for the work being performed.
- Report all injuries and/or unsafe conditions to your Institutional contact or the EH&S department @ x1318.
- The use of chairs, bench tops, etc. in the place of appropriate ladders is not acceptable.
- Barricade work areas when unsafe conditions are a result of the work being performed such as construction, demolition, overhead work, hot work.
- Alcohol, illegal drugs, or individuals appearing intoxicated or under the influence of such substances are not permitted on Institute property.
- Do not enter any controlled access areas without a qualified Institutional escort unless prior authorization has been granted.
- Do not work on equipment suspected of being contaminated with any type of hazardous material. The EH&S department will evaluate the equipment and to perform any required decontamination procedures. EH&S will confirm equipment is free of contamination before work proceeds.
- If you notice a broken or leaking container in the laboratory, DO NOT ATTEMPT TO CLEAN THE AREA. Alert others around you and immediately isolate the spill before exiting. Immediately notify Security Dispatch at x300 or EH&S at x1318.

Personal Protective Equipment (PPE)

The Institute requires the use of PPE for all contractors and vendors in the posted laboratory and support areas.

The minimum requirements for PPE in the laboratories and support areas are:

- Laboratory Coats
- Safety glasses

These items may be obtained from your Institutional contact or the EH&S Department by called ext 1318.

Contractors and vendors will supply any additional required PPE for the work being performed. Determination of required PPE, other than lab coats and safety glasses, will be made by the contractor and vendor with oversight by the Institute, if needed. The Institute will not provide additional PPE to contract personnel unless prior arrangements have been made.

The use of respiratory protection equipment (respirators) requires training prior to use. Contractors will need to provide written documentation of training to the EH&S Department prior using respirators on-site.

3. EMERGENCY RESPONSE

To report emergencies (24/7) call x1300 from any Institute telephone. A Security Dispatcher will obtain the needed information and notify appropriate response personnel.

When Fire Alarm / Evacuation Occurs:

1. Immediately stop what you're doing and secure your work area; your safety is the number one priority.
2. Proceed to the nearest egress point and evacuate the building calmly and orderly; assist others if needed.
3. Report to the nearest designated Evacuation Assembly Area (see map); do not leave campus unless directed to do so.
4. Remain at the Evacuation Assembly Area until instructed to re-enter; note that audible alarms may stop before the "All Clear" is authorized.



Medical Emergencies

In the event of a serious life threatening medical emergency immediately contact emergency services by dialing **911** from any Institute telephone. If a call to 911 is placed, also call ext 1300 to alert Security Dispatch that emergency services are on their way.

Salk Institute has Automated External Defibrillators (AEDs) on-site which may be used in the event of a sudden cardiac arrest. See the above map for locations of AED units located on the ground level.

4. HAZARD COMMUNICATION

Radioactive and Biological Hazards

RADIATION WARNING SYMBOL



BIOHAZARD WARNING SYMBOL



Small quantities of radioactive and/or biological materials are used within the research laboratories and support areas. Radiation warning signs and biohazard warning signs are posted throughout the facility to identify these hazards. These labels may be found on doors, cabinets, equipment, containers, etc.

All contractors and vendors should be aware of these potential hazards and not touch or handle anything identified with a warning label. Some sinks in the facility have been designated for the release of small quantities of radioactive liquids per the State of California. All sinks are labeled and do not present any type of hazard to individuals working in the area, however these sinks should not be used for general use. If any of these sinks require maintenance, contact your Institutional contact or EH&S at Ext 1318.

If you notice a broken or leaking container identified with a RADIOACTIVE or BIOHAZARD warning label on it, DO NOT ATTEMPT TO CLEAN THE SPILL. Alert others around you and close off the area while exiting. Immediately report the spill to Security Dispatch at X1300.

Specially marked RADIOACTIVE and BIOHAZARD waste containers are located throughout the laboratories and are identified with appropriate warning labels. Special procedures are required for the processing of this waste so you are not required to empty or remove these containers from the laboratory. Please note that working in close proximity to these containers does not present a health hazard since the waste is shielded appropriately.

Hazardous Chemicals/Materials

Hazardous chemicals are utilized throughout the research laboratories and support areas. These hazardous chemicals include but are not limited to carcinogens, mutagens, teratogens, sensitizers, toxic, highly toxic substances, corrosive, and flammable liquids. Hazardous materials are stored securely and safely in the laboratories and should not be handled in any way without prior authorization and training by the EH&S department.

Prior to bringing hazardous materials/chemicals to the Institute (e.g. roofing materials, pesticides, etc.), the contractor or vendor will provide a copy of the Safety Data Sheets (SDS) for review and approval by the EH&S department. Contractors and vendors will be responsible for the proper handling, storage, and disposal of all hazardous materials brought on site. Hazardous chemicals/materials must be handled and disposed of properly. They will **NOT** be thrown on the ground, in trash containers, down any sink, or storm drain.

Hazardous waste generated by the contractor is the property of the contractor and will be removed from the Institute at the close of each workday unless prior arrangements are made with the EH&S department. Disposal of hazardous waste is the responsibility of the contractor and will be performed in compliance with appropriate federal and state regulations.

Asbestos Containing Materials (ACM)

Asbestos Containing Material (ACM) was used as building material during construction of the Institute. Most ACM have been removed but is still present in a number of restricted areas identified below.

- Interstitial spaces (pipespaces) in the form of insulation around thermal pipes.
- Panels in elevator shafts (restricted access)
- Facility Services Basement (restricted access) in the form of pipe insulation/chilled waterlines, high temp hot waterlines and condenser waterlines.



Asbestos warning signs have been posted throughout the facility to identify these areas.

Asbestos fibers are so small you can't see them. Disturbing asbestos can cause fibers to float in the air. When this happens, they are easy to inhale. You breathe out most fibers, but some become lodged in the lungs. Over time, they can build up in the lungs, causing scarring and inflammation. This can eventually affect breathing and lead to disease, such as asbestosis or mesothelioma, a rare cancer that affects the lining of the lungs.

All contractors and vendors should take care not to disturb ACM in these posted areas. Please note that working next to these areas does not pose a hazard as long as the material is not disturbed.

Safety Data Sheets (SDS)

There are several ways to obtain Safety Data Sheets (SDS) at the Institute:

- 1) Contact EH&S (Ext 1318) and request a specific Safety Data Sheets (SDS).
- 2) Utilize the hard copy database of SDS located in the EH&S File Room on site in the metal building.

5. OTHER SAFETY PROGRAMS

Lockout / Tagout Program

The program is designed to control the release of electricity during maintenance operations and servicing activities that could expose employees to unexpected energization, start-up or release of stored energy. Contractors are responsible for implementing lockout/tagout procedures as required by the job and will provide the necessary lockout/tagout hardware and equipment.

Machine Guarding

Machine guarding is used to protect users from moving parts, pinch points, sharps, etc. Contractors are responsible for ensuring that all guards and other protective devices are in use and secured properly. Equipment with damaged or defective guards shall be removed from service. Machine guarding may also not be disabled or removed from any equipment. If equipment is not guarded properly notify your Institutional contact or the EH&S department at X1318. Work cannot be performed on equipment lacking appropriate guarding protections.

Confined Space Entry

Contractors are not authorized to enter a confined space without prior approval from the Director of Facility Services.

Hot Work

All hot work involving an open flame must be approved by the Facility Services department to ensure all fire controls are in place prior to the start of any hot work.

Roof Access

Access to the roof is restricted and controlled by Facility Services. In order to obtain access to the roof, Contractors must receive authorization from the Director of Facility Services.

CONTRACTOR and VENDOR Training Confirmation

I verify that I have read The Salk Institute Contractor and Vendor Safety Manual. I also I understand and agree to comply with the requirements and procedures concerning the following areas and have been given an opportunity to have my questions and concerns answered appropriately.

Safety Policies and Procedures

- Sign-in
- Allowed Work Areas
- Parking
- Smoking
- Eating and Drinking
- Cleanliness
- General Safety Rules
- Personal Protective Equipment

Emergency Response

- When Fire Alarm / Evacuation Occurs
- Medical Emergencies

Hazard Communication

- Radioactive and Biohazardous Hazards
- Hazard Chemicals / Materials
- Asbestos Containing Materials
- Safety Data Sheets

Other Safety Programs

- Lockout/Tagout Program
- Machine Guarding
- Confined Space Entry
- Hot Work
- Roof Access

Contractor or Vendor Training Confirmation

Date	
Print Name	
Employer	
Salk Department/Contact	
Signature	

Return this completed form to the Environmental Health and Safety (EH&S) Department

EH&S Review

Date	
EH&S Representative	
Title	
Comments	