

Vanderbilt University Medical Center

PLANNING | DESIGN | CONSTRUCTION

POLICIES AND PROCEDURES

SUBJECT: CONSTRUCTION/VENDOR IDENTIFICATION AND ORIENTATION POLICY

POLICY # PDC-007

EFFECTIVE DATE: 30 NOVEMBER 2020

Revised Date: 17 NOVEMBER 2020

POLICY

All employees of construction managers/contractors, subcontractors and construction vendors who work on the Vanderbilt University Medical Center (VUMC) campus must obtain an approved construction photo ID Badge prior to starting work on the campus. In order for the worker to obtain and keep the badge, specific criteria must be met and adhered to as outlined in this Policy.

PROCEDURE

To establish guidelines for the identification and orientation of all persons who work for construction managers, contractors, subcontractors and construction vendors that perform work on the Vanderbilt University Medical Center (VUMC) campus for the departments of Space and Facilities Planning or Plant Services. By wearing the photo ID Badge, the construction worker or vendor will provide evidence that he or she is in compliance with this Policy.

I. Specific Information

A. To obtain a Construction or Vendor ID Badge:

1. VUMC PDC Construction Safety Orientation is now hosted online
2. All personnel must complete the following steps
 - a. Watch the online Safety Orientation video on the VUMC PDC website
 - b. Complete the online safety quiz
 - i. Participants MUST PROVIDE
 1. Full Name
 2. Contractor/Employer Name
 3. Valid Email Address
 - c. Pass a multi-panel drug test from a 3rd party vendor and obtain a hardcopy of the results
 - i. Panels MUST INCLUDE
 1. THC/Marijuana
 2. Cocaine
 3. Methamphetamines
 4. Amphetamines
 5. Opioids
 - d. Complete the Registration Form and sign it
3. Personnel will receive an email following completion of the online quiz scheduling a badge pick-up date and time

4. Workers MUST BRING the following items to receive a badge:
 - a. Hardcopy of valid drug test
 - b. Hardcopy of signed Registration form
 - c. Valid ID
 - i. Driver's License or
 - ii. Passport

II. General Information

A. Badge and Worker Policies

1. The "Construction Safety or Construction Vendor Orientation/ Photo ID Badge Registration Form" for a subcontractor's or vendor's worker must be authorized and signed by a "Primary Sponsor" before it will be accepted by PLANNING | DESIGN | CONSTRUCTION (PDC). A Primary Sponsor is defined as a construction manager or contractor working under a contract with Vanderbilt University Medical Center (VUMC). PDC Construction Coordinators and Plant Services Department Managers are also designated as Primary Sponsors. The Primary Sponsor is typically identified by the first project the subcontractor or vendor works on for a CM or contractor on the VUMC campus. The Primary Sponsor is responsible for lost and returned ID Badges.
2. All construction/vendors workers who work on construction and renovation projects for PDC or Plant Services are required to take a mandatory drug test during the orientation process. The construction manager, contractor, subcontractor or vendor is responsible to pay for the cost of the drug test. Construction/vendors who work on Plant Services maintenance renovation projects are not required to be drug tested prior to performing work on the VUMC Campus. However, the management of Plant Services reserves the right to require a drug test at any time.
3. Any worker who has been drug tested and has completed the orientation class but has not worked on the Vanderbilt University Medical Center (VUMC) campus for more than 6 months must complete safety orientation and drug testing prior to returning to the Vanderbilt University Medical Center (VUMC) campus. The contractor or vendor is responsible to pay for the cost of the drug test.
4. Any worker who fails or refuses to take the drug test will not be eligible for an ID Badge for a period of one year. In order for the worker to be eligible for an ID Badge after the six (6) month period, the worker must have a valid drug test result in accordance with this Policy.
5. Contact PDC for replacement badges.
6. The expiration date for each worker's ID Badge is six (6) months from date of issue. The expiration date of each ID Badges is indicated on that ID Badge. Renewal follows the same procedures outlined in this document.
7. The use of temporary day laborers is treated on a case-by-case basis. The contractor must receive prior approval from the VUMC project team before using day laborers. If the use of day laborers is approved by VUMC, the laborers must meet the requirements of this Policy.

III. Contractor Responsibility

A. The Contractor / Vendor is responsible for the employee training and enforcement of the following:

1. All contractor/vendors workers must wear their own ID Badges in a clearly visible manner at all times while on the VUMC campus. The term "Campus" includes all buildings, parking garages, sidewalks, on-campus restaurants, private and common areas on the Vanderbilt campus.
2. ID Badges shall be worn around the neck on VUMC furnished lanyards with a safety breakaway feature. No other lanyards are acceptable. The only exception to this rule is when the lanyard could create a hazard when performing a task. The use of ID Badges without lanyards will be addressed on a case-by-case basis.
3. In order for a contractor/vendor's worker to work on the VUMC campus, that employee's ID Badge must be in current standing. If the worker's ID Badge has been identified as being expired, that worker will be asked to leave the VUMC campus until a new ID Badge has been issued to the worker.
4. Any worker who claims to have forgotten his or her ID Badge will be asked to leave the Vanderbilt campus until he or she can produce and wear his or her ID Badge, in current standing.
5. It is the contractor/vendor's responsibility to coordinate the renewal of all of their worker's ID Badges prior to the expiration date of the employees existing ID Badge in accordance with Section I. A.11 of this Policy.
6. A worker's ID Badge must be returned to the PDC trailer within 24 hours of the following events:
 - the worker is laid off, fired, or terminated
 - the worker is removed from the project for violating safety guidelines or behavioral expectations
 - the ID Badge has expired
 - upon completion of the project
7. Any worker who has been removed from VUMC projects for violating safety guidelines or behavioral expectations shall not be eligible for a new vendor ID Badge except at the discretion of PDC leadership.
8. It is the responsibility of the Construction Manager/Contractor/ Vendor/Shop Manager to provide the names of all workers who have left the project and VUMC campus during the previous week due to job termination, lay-off or extended transfer to other non-VUMC projects.