

Vanderbilt University Medical Center

PLANNING | DESIGN | CONSTRUCTION

POLICIES AND PROCEDURES

SUBJECT: CONSTRUCTION/VENDOR IDENTIFICATION AND ORIENTATION POLICY

POLICY # PDC-007

EFFECTIVE DATE: July 1, 2006

Revised Date: 25 JUNE 2019

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, certain 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 Planning Design Construction or Facilities Management. 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. In order for a worker to obtain an ID Badge, the construction manager/vendor must schedule a time for the worker to attend a Safety Orientation Class. The Safety Orientation Classes typically begin at 7:30 a.m. on Mondays and Wednesdays at the VUMC construction trailer (between Central Garage and Oxford House). Late arrivals will not be allowed to attend class and will be rescheduled to the next available date. Contractors are required to send interpreters for workers not fluent in English. VUMC does not provide interpretation services.
2. The construction manager, contractor, subcontractor or vendor must submit a completed copy of the "Construction Safety (or Construction Vendor) Orientation/Photo ID Badge Registration Form" to the Safety Orientation Office via email prior to the worker's attending the orientation.
Note: the contractor/vendor must include the last 4 digits of the worker's Social Security Number on the Registration Form. Failure to submit the completed Registration Form in advance will delay the issuance of the ID badge and therefore delay the time when the worker can begin working on the VUMC campus. Copies of the "Construction Safety Orientation/Photo ID Badge Registration" and "Construction Vendor Orientation/Photo ID Badge Registration" forms are located in Section II of this Policy.

3. 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 in accordance with Sections I.A.10 and I.C of this Policy. For a subcontractor’s or vendor’s worker who is working on multiple projects for multiple CMs or contractors on the VUMC Campus, PDC will assign a “Secondary Sponsor” (CM or Contractor) to that worker. When the worker is finished on the “Primary” project, the Safety Orientation Office will notify the Secondary Sponsor that they have been re-designated as the Primary Sponsor for that worker.
4. All construction/vendors workers who work on construction and renovation projects for PDC or Facilities Management 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 Facilities Management maintenance renovation projects are not required to be drug tested prior to performing work on the VUMC Campus. However, the management of Facilities Management reserves the right to require a drug test at any time. If a contractor/vendors worker performs work on both Facilities Management and PDC projects the worker must be drug tested in accordance with this Policy.
5. 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 1-year 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.
6. 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 one year period, the worker must have a “negative” drug test result in accordance with this Policy.
7. Any worker who feels that he or she has failed a drug test or has been denied an ID Badge due to extenuating circumstances may submit in writing a request for appeal of the drug test results or ID Badge denial the senior PDC Construction Coordinator. Inconclusive or suspicious results will be sent to a urinalysis lab and results are typically available within seven (7) days.

8. The contractor is not responsible for the cost of a worker's initial ID Badge unless the badge is lost, not returned when the worker leaves the project, or not returned upon the completion of the project. Refer to Section 1.A.10 of this Policy regarding lost badges.
9. Upon completion of the "Construction Safety or Construction Vendor Orientation/Photo ID Badge Registration Form", the orientation class and verification of a negative result on the drug, the worker will be issued a photo ID Badge which includes the person's name, company, authorized location(s) to work, badge expiration date, and a badge control identification number.
10. The construction manager, contractor, or construction vendor is responsible to immediately report damaged or lost ID badges to a PDC construction coordinator or Facilities Management Shop Manager. If the ID Badge is damaged, it will be replaced at no cost. If the ID Badge is lost, replacement will be reviewed on a case-by-case basis. PDC may charge for a replacement badge (\$100), which must be paid via check. Cash is not acceptable. A new ID Badge must be issued to the worker before that worker can return to work on VUMC campus. If the ID Badge is not returned at the end of the project or when the worker leaves the campus, the fine will be collected by a deduct change order to the construction manager's fee or vendor's contract or purchase order.
11. The expiration date for each worker's ID Badge is one year from date of issue. ID Badges will not be issued for more than a period of one (1) year from the date of the initial training. The expiration date of each ID Badges is indicated on that ID Badge. Before an ID Badge can be renewed, the person who possesses the ID Badge must attend another safety orientation and receive a "negative" response on a drug test in accordance with Section 1.A.3 of this Policy.
12. 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.

13. The construction manager (CM) or contractor may obtain an "Escort Only" badge from the Safety Orientation Office. The "Escort Only" badge can be worn only by a person who is visiting the jobsite for not more than one eight hour work shift. This person must be escorted during his entire visit to the Medical Center Campus by the cm's or contractor's authorized supervisor. It is the responsibility of the cm/contractor to assign and collect the "Escort Only" badges to jobsite visitors. The cm/contractor will be held responsible for any lost Escort Only badges in accordance with this Policy. Construction related persons who visit the Medical Center facilities for more than one eight hour shift must obtain a photo ID Badge through the normal procedures as outlined in this Policy.
14. Contractor's or vendor's employees whose sole responsibility is the delivery of supplies or materials, (i.e. concrete truck driver, plumbing supplies vendor, etc.) and who stay within close proximity of their delivery vehicle is not covered by this Policy. However, contractor's or vendor's employees who perform construction or installation related activities related to deliveries or must leave their vehicle in order to make deliveries must obtain and wear VUMC ID Badges in accordance with this Policy.

C. 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 more than 3 days in accordance with the PDC Contractors Safety Program – Section 00811, paragraph 3.32
 - the ID Badge has expired
 - upon completion of the project

All ID Badges that are not returned within 24 hours of the events outlined above will be considered to be “lost” and the contractor/vendor will be fined in accordance with section A, paragraph 10 of this Policy.

7. Any worker who has been removed from the Vanderbilt campus in accordance with the “Contractor Safety Program-Section 00811” will not be issued a new Construction/Vendor ID Badge.
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.