

VENDOR/CONTRACTOR INFORMATION

The Safety Requirements and obligations by the Primary Contractor and all their subcontractors and suppliers will be in force at all times, 24 hours a day. The Primary Contractor will be responsible for maintaining these requirements and will have ultimate responsibility for the management of the work site. The Primary Contractor will ensure that these Safety Requirements are dispersed to their sub-contractors and suppliers.

All proof of insurance, bonding, workers' compensation, business license and tax ID numbers will be filed with Devereux PA Children's Behavioral Health Services prior to any physical work commencing.

This pamphlet is designed to provide an awareness of the various programs within the Devereux Children's Behavioral Health Services and outline some special precautions that are requested of all vendors/contractors due to the unique populations that we serve. Our brochure will inform you of the Center's safety policies as they relate to vendors/contractors. Our goal is to ensure a safe environment for everyone. Please take the time to review this information and share these guidelines with your company and its workers.

The Devereux Children's Behavioral Health Services is an innovative organization of services offering a contemporary continuum of mental health care. In addition to outpatient services, it incorporates the residential treatment programs of Brandywine, Mapleton, Stone & Gables, the acute psychiatric hospital at Mapleton, the day-educational facilities of The Devereux Day School. These resources together constitute a comprehensive array of mental health services designed to meet the needs of children, adolescents and young adults. The children and young adults that we serve have histories of social, emotional, and behavioral problems and associated learning difficulties and are placed within Children's Behavioral Health Services to learn to cope with these challenges.

If a challenge with a client should arise, please call a staff member immediately. Please do not physically restrain clients. Call a staff for assistance.

SAFETY PROTOCOLS

1. Each vendor/contractor must be clearly identifiable. Please report to your contracting agent at Devereux immediately upon arrival on campus. In the absence of a company uniform you will be required to wear a temporary ID badge while on campus which must be turned in when you complete your work.
2. No alcohol or drug use is permitted on campus or at any location in which Contractor, its employees or agents (hereinafter "Contractor") is performing work for Devereux. Contractor will not bring alcohol or illegal drugs onto Devereux's campus. Contractor will not come onto Devereux's campus under the influence of alcohol or illegal drugs. If Devereux's staff suspects that Contractor is intoxicated secondary to the use of alcohol, prescribed or illegal

PA CHILDREN'S BEHAVIORAL HEALTH SERVICES

drugs. Devereux may order that work is stopped immediately and insist that the suspected intoxicated individual(s) be driven home by a sober person. There is no smoking on Devereux's campus either outside or inside the buildings. Contractor should not share any food, non-alcoholic drinks, over the counter or legally prescribed drugs with Devereux staff or clients.

3. All vehicles, tool boxes and fenced work areas must be locked unless personally attended. If you are not with your vehicle, it must be turned off, locked and keys removed. Tools must not be left unattended. Ladders must be removed when not in use. If a construction zone and fencing is established, standard safety precautions for all job sites will apply. (Devereux is not responsible for tools, vehicles, or materials.)
4. Do not leave tools plugged in when not personally present.
5. Review MSDS sheets prior to working with chemicals and follow all recommendations/guidelines.
6. Contractor must use proper construction zone markers, fencing, cones or other barriers as required by Devereux and/or when Contractor deems appropriate.
7. The shut down of any utility must be coordinated with the Facilities Department. Utilize lockout/tagout procedures as appropriate.
8. Contractor's unprofessional behavior as determined by Devereux or unsafe work conditions as determined by Devereux or Contractor may result in a work stoppage and possible delays in the work. Contractor is responsible to take any and all precautions necessary to maintain the safety of the worksite.
9. Contractor is to maintain professional boundaries with all Devereux clients, staff and campus visitors. Contractor is to maintain respectful and appropriate conversation with the above mentioned parties. Contractor may not use foul language, sexually graphic language, or language containing racial, ethnic or gender slurs while on campus.
10. Any keys that are submitted to the contractor will be signed out by the Project Manager and returned at the end of the job. When the Contractor leaves at the end of the work day, all buildings or fenced areas will be locked and secured.
11. There will always be one site supervisor designated by Contractor on the job during working hours. The supervisor shall be responsible for activities during that time.
12. All work, deliveries, subcontractor scheduling and other similar activities must be coordinated through the Devereux Facilities Department or Devereux's Project Manager.
13. All accidents or safety concerns must be brought to the immediate attention of the Facilities Department by Contractor. Devereux's Project Manager must

PA CHILDREN'S BEHAVIORAL HEALTH SERVICES

- share any safety concerns with Contractor that he/she may become aware of as the work progresses.
14. No egress to buildings or campus is to be obstructed without first notifying the center's Facility Department. Advanced notice must be made with the center prior to blocking or obstructing any entrance or exit to any building.
 15. Contractor is responsible for complying with OSHA, EPA, LSC, DEP, state laws, regulations and other applicable laws, regulations and ordinances. Contractor is also responsible to follow all policies, rules and instructions provided to Contractor by Devereux.
 16. Contractor is responsible for daily clean-up of debris, trash, unused construction materials, equipment and all other materials on the construction site that may pose a hazard to Devereux clients, staff or visitors.
 17. Any life safety code deficiency must be reported by Contractor immediately to the Devereux Facilities Department.
 18. Contractor must be familiar with the fire exits within the building. Devereux will instruct Contractor regarding the location of the relevant fire exits prior to the start of the work.
 19. Adhere to all speed limits and parking signs on the campus. Under no circumstances will Contractor transport any Devereux client in any vehicle.

As a representative of the contracted organization, my signature below acknowledges that the Primary Contractor, sub-contractors and suppliers clearly understand these Safety Requirements and firmly resolve to uphold their responsibilities.

Print Name

Vendor/Contractor

Signature

Date

We appreciate your cooperation and look forward to a continuous and congenial association with your company. Should you have any questions or concerns please direct them to:

Scott Carter – Director of Administrative Services – (610) 656-2109
Diane Drumheller – Facilities & Safety Coordinator – (484) 228-4836