

Claremont McKenna College Facilities And Campus Services

Vendor Safety Guidelines

All vendor vehicles must be authorized by Facilities and Campus Services (FACS) and comply with the following safety guidelines.

- All vendors must have a Certificate of Insurance naming Claremont McKenna College as the additional insured on file with the Facilities and Campus Services Department.
- A vendor representative must sign-in at the front desk of FACS prior to beginning work daily.
- All vendors must maintain a list of on campus employees and provide it immediately to FACS upon request.
- All vendors must ensure employees use appropriate Personal Protection Equipment (PPE) for the related activity. It is the sole responsibility of the vendor to supply all PPE which may include, but is not limited to the following:
 - ANSI compliant Helmet
 - ANSI compliant vest
 - ANSI compliant Safety shoes
 - ANSI compliant Eye Protection
 - ANSI compliant Hearing Protection
 - ANSI compliant Fall Protection
 - ANSI compliant hand Protection (gloves)
- All vendors must have immediate access to MSDS / SDS information for any hazardous material used on campus.
- All vendors are required to provide appropriate safety barricades to all hazard zones.
- All vendors must obtain approval from FACS before attempting to use:
 - Water
 - Power
 - Other Utilities
- All vendors must obtain approval from FACS before attempting to breach:
 - Grounds
 - Buildings
 - Other structures

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- All vendors must comply with applicable Cal OSHA safety requirements.
- All vendors must provide a copy of their IIPP upon request.
- All vendors must provide proof of training upon request to FACS for high-risk work including, but not limited to:
 - Trenching
 - Electrical
 - Lock out / Tag out
 - Confined Space Operations
 - Elevated Operations
 - Hazard Materials Handling
- All vendors must provide a 24/7 emergency contact information to FACS prior to the start of work.