

## Contractor Hazard Notification Plan – Appendix A: Definitions

**Contractor** – an outside firm or employer hired by the College to perform construction or equipment repair work.

**Competent person** – a person who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Environmental Health & Safety (EH&S)** – the department at PCC that promotes a healthy and safe work and educational environment for its employees, students, and visitors by educating, training, and auditing safety issues throughout the College District.

**Emergency Guide** – the guide established by Public Safety to aid in an emergency at PCC locations. To review the Emergency Guide, visit Public Safety’s website.

**Excavation** – any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal

**Facilities Management Service (FMS)** – the centralized department with the responsibility for maintaining a healthy and safe physical environment through its maintenance, custodial, and grounds operations throughout PCC.

**Incident** - any action or event that may cause employee, student, or visitor injury; or that could result in damage to PCC property.

**OAR** – the State of Oregon Administrative Rules.

**OR-OSHA** – the State of Oregon Occupational Safety and Health Administration.

**Project Manager** – the PCC employee who manages a Contractor for a specific task or scope of work being performed at a PCC locations. The Project Manager has the overall responsibility for apprising the contractor of the PCC’s requirements to follow College, state, and federal regulations in all work projects.

**Public Safety** – the department that promotes a safe and secure campus community through the delivery of personal and facility security, crime prevention services, public safety communication, a disaster preparedness program, emergency medical services, and public assistance.

**Risk Services** – the department at PCC responsible for college-wide planning, coordination, and management of those programs which mitigate risks to the college that could have adverse effects on college operations, employee and student safety, financial stability, and community relations.

**Safety Data Sheets (SDS)** – written or printed material concerning a hazardous chemical that is prepared in accordance with OSHA rules that includes 16 major sections.

**Shoring** – a structure such as a metal hydraulic, mechanical or timber that supports the sides of an excavation and which is designed to prevent cave-ins.

**Trench** – a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

**Sub-contractor** – a business or person who carries out work for a contractor as part of a larger scope of work.

**Vendor** - an outside firm or employer hired by the College to perform a service or other type of consulting work.