

Contractor Compliance Guideline Training

April 2026

Construction & Facilities Sourcing - Randal Rivera, Jeffrey Csoka

CUIMC Campus Life Safety & Regulatory Compliance - Yvonne Wojcicki, Carol Duarte

CUFO Capital Project Management - Megan Auguste

CUFO Safety & Compliance – John Meehan, Sarasi Sam

Welcome

Contractor Compliance Guideline Training Overview



Purpose and Audience

Training ensures contractors understand safety and compliance expectations across diverse university environments.

Institutional Collaboration

Multiple departments collaborate to support this university-wide safety and compliance initiative.

Living Guideline Resource

The guideline is regularly updated to reflect new regulations and best practices for contractor safety.

Shared Responsibility Emphasis

Safety, compliance, and professionalism maintain smooth academic, clinical, and research operations.

Why the Guideline Matters



Protecting People and Property

Contractor Compliance Guideline prioritizes safety to prevent injuries and property damage during campus construction.

Mitigating Operational Risks

Clear expectations in the guideline reduce risks of service disruption and regulatory violations on campus.

Shared Safety Responsibility

Safety is a joint effort between the university and contractors to maintain a secure environment.

Efficiency through Compliance

Adhering to guidelines improves efficiency by minimizing stoppages and emergency responses during projects.

Contractor Resources & University Systems

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Creating a PaymentWorks Account and Registering as a Columbia University Vendor

 Job Aid

Format
[Training Guides](#)

Topic
[Buying and Paying](#)

Audience
[Faculty, Staff and Student Employees](#)

This job aid details how vendors can register as a Columbia vendor via PaymentWorks.

If you are not yet a Columbia University vendor, you must be invited by a Columbia University employee to register as a new vendor via PaymentWorks.

If you established a vendor relationship with Columbia prior to the implementation of the PaymentWorks system, you do not need to register via PaymentWorks. However, if you need to update your vendor information and you are not already connected with Columbia via PaymentWorks, you must complete the PaymentWorks onboarding process.

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For Vendors, Suppliers, and Individuals

Anyone seeking to do business with or be paid by the University needs to be set up as a vendor.

PaymentWorks is the vendor onboarding and management system used by Columbia to invite vendors (entities and individuals) new to the University in addition to existing vendors that have not yet completed the PaymentWorks onboarding process. Vendors receive invitations from Columbia to register and will be able to enter all of their information safely and securely.

TRAINING AND POLICY GUIDANCE

- [How It Works Video by PaymentWorks](#)
- [Creating a PaymentWorks Account and Registering as a Columbia Vendor](#)
- [Registering as a Vendor for Individuals](#)
- [Receiving Payment or Reimbursement](#)
- [Updating Payee Profile Information](#)
- [Support for Payees by PaymentWorks](#)

Easy to use from the first click — thoughtful design that just makes sense.

WHAT DO YOU WANT TO DO?



[Log Into PaymentWorks](#)



[Search for My Vendor ID Number](#)



[View Allowable Payment Types by Visa](#)

Scope

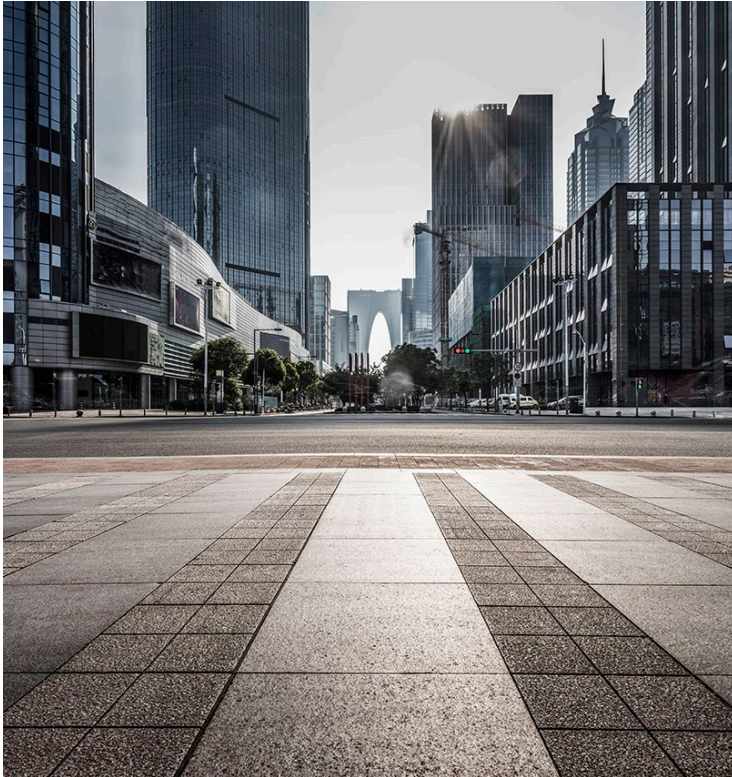
This training highlights key requirements from the Contractor Compliance Guideline.

Guideline Sections:

- 1.0 General Information
- 2.0 Contractor Acknowledgement
- 3.0 General Safety and Security
- 4.0 Emergency Management
- 5.0 Fire Safety
- 6.0 Laboratory Safety
- 7.0 Environmental Safety
- 8.0 Occupational Safety

This presentation provides an overview and does not replace the full Contractor Compliance Guideline or Campus-Specific Procedures.

1.0 General Information



Where the Guideline Applies

Applies across Columbia locations and properties.

- All Columbia campuses and off-campus properties.
- NYP spaces occupied by Columbia staff (NYP policies also apply).

Primary Contact: PROJECT REPRESENTATIVE

Job Sites May be Inspected at Any Time

Deficiencies must be corrected immediately.

Summons/Notices of Violation must be forwarded to the Project Representative immediately.

1.0 Site Safety Monitoring

Quality Control Checklist



LOCATION:
PERFORMED BY:
CLIENT:
SITE SAFETY MANAGER:

TIME:
DATE:
WORK CONDITIONS:
 HAZARDOUS SAFE NEEDS IMPROVEMENT

General inspections	YES	NO	N/A
1. When a building is being constructed or demolished at a height greater than 75 feet (22.86 m), verify that at least one elevator or personal hoist in a state of readiness is available for FDNY access. (interior car, permanent sign off)	x		
2. If personnel hoist requires a jump, verify that all necessary permits are obtained and testing performed.			X
3. If the building is being constructed or demolished at a height greater than 75 feet (22.86 m), verify that a standpipe system is available and in readiness at all times for use by the Fire Department.	x		
4. the standpipe is in place at each story below the construction or demolition floor. For the purposes of this section, the construction floor shall be the stripping operation floor, except for steel construction, in which case it shall be the uppermost finished and walkable concrete floor; for demolition, the demolition floor shall be the floor being demolished.	x		
5. valves are in place at each story below the construction or demolition floor.			x
6. FDNY connections are marked by a red light and a sign reading, "Standpipe Siamese Connection."	X		

Site Security

Is site security to be inspected in this audit? Yes

Are site entry and exit points clearly designated? No

Notes

Spoke to Conor in regards to marking egress paths and posting exit signs.

Photos



Photo 1

Photo 2

Photo 3

Are all entries and exits closed and locked at night and during weekends? Yes

Notes

Conor secured the access hatch to the interstitial space with a wood plank. All access will be via the construction space.

Photos



Photo 4



2.0 Contractor Acknowledgement



Safety Orientation and Training

- Required orientation prior to beginning work.
- Completion of applicable University-specific training.
- Training documentation submitted to the Project Representative.
- Ongoing training as required by the scope of work and location.
- Contractor training supplements DO NOT REPLACE regulatory requirements.

Contractor Code of Conduct

- Professional, ethical conduct is always required.
- Zero tolerance for unsafe, unlawful, or disruptive behavior.
- Respect for students, staff, faculty, patients, and visitors.

2.2 Contractor Code of Conduct



Professional Behavior Expectations

Contractors must demonstrate professionalism, respect, and safety to enhance the university environment.

Zero-Tolerance Policy

Unlawful, unethical, or unsafe behaviors such as substance use and workplace violence are strictly prohibited.

Compliance and Removal Rights

The university reserves the right to remove contractors failing to meet conduct standards to ensure campus security.

Creating a Respectful Environment

The goal is to foster an inclusive and secure campus where learning and research proceed without disruption.

2.2 Contractor Code of Conduct



Prohibited Behaviors

- Smoking, alcohol, drugs, or marijuana products.
- Workplace violence, threatening behavior.
- Harassment, hostile, or inappropriate conduct.

Professional Standards

- Professional appearance and respectful interactions.
- Appropriate conduct with students, staff, and faculty.
- Respect for University property, environment, and security procedures.

Failure to comply may result in immediate removal from University property.

3.0 General Safety & Security Rules



Access & Security

- Always wear visible CU contractor ID badges.
- Coordinate and escort visitors, deliveries, and inspectors.
- Follow restrictions for security-sensitive areas.
- Prohibited items are not permitted on University property.

Housekeeping & Site Conditions

- Maintain clean, orderly work areas.
- Keep aisles, exits, and emergency equipment clear.
- Store tools, materials, dumpsters, and flammables properly.
- Control dust, debris, noise, and water intrusion.

-Prepare for LEAKS!

3.0 General Safety & Security Rules



Occupant & Public Protection

- Use barricades, signage, and containment as required.
- Protect students, staff, patients, and visitors.
- Escorts required for access to occupied or student spaces.

Traffic, Storage & Equipment Safety

- Follow campus traffic and parking rules.
- Secure all materials and equipment.
- Provide falling object and overhead protection.

Deficiencies must be corrected immediately. Violations may result in removal from University property.

3.2 Site Safety Training Cards



NYC DOB Site Safety (SST) Requirements

- Workers on sites requiring DOB Licensed Safety Professionals must carry a valid **NYC DOB Site Safety Training (SST) Card**.
- Local Law 196 training** is required for workers on site with a designated Construction Superintendent, Site Safety Coordinator, or Site Safety Manager.
- SST cards expire every 5 years.**
- A refresher course is required every 5 years to maintain a valid SST card.
- Training requirements must be confirmed with the **Project Representative**.

3.4 Occupant/ Tenant Protection

Occupant Protection Plan (OPP)

- Required by DOB for **non-residential projects**.
- Developed by the **Construction Contractor** and reviewed by the **Project Team**.
- Escorts required for access to occupied or student spaces.

Tenant Protection Plan (TPP)

- Required by DOB when occupied dwelling units are present.
- Contractor must engage a **registered design professional** to prepare and file with DOB.
- 72-hour DOB notice** required after approval, prior to construction start.

Tenant notification coordinated by the **Project Representative**.

4.0 Emergency Management

Emergency Reporting and Incident Management



Immediate Emergency Contact

Contractors must promptly contact 911, Public Safety, and Project Representatives during emergencies to ensure a swift response.

Clear and Accurate Information

Providing detailed incident information, such as nature, location, materials, and access routes, is essential for an effective emergency response.

Incident Reporting Requirements

All incidents, injuries, and near misses must be reported promptly, with formal reports submitted within 24 hours.

Regulatory Reporting Obligations

Contractors must report specific incidents to regulatory agencies, such as the NYC Department of Buildings, when required.

4.2 Construction Signage - CUIMC

CONSTRUCTION ADVISORY

Building Location

Type of disruption with date(s) and time(s)

Additional details about the disruption

For questions, comments, and concerns, please contact:

Safety Concerns?

Scan the QR code to report construction site safety concerns



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SPEAK UP REPORT A COMPLIANCE CONCERN

TO REPORT UNETHICAL, ILLEGAL,
SUSPICIOUS, OR IMPROPER CONDUCT
ANONYMOUS REPORTING AVAILABLE



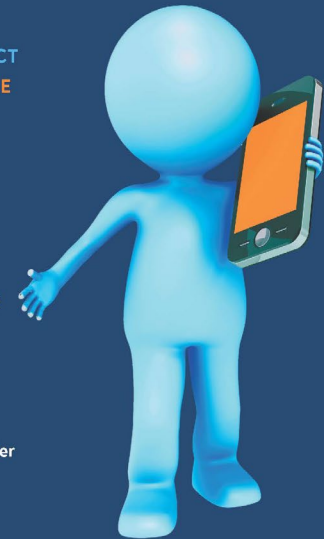
Scan the QR code to submit a report or visit

columbiauniversityhotline.ethicspoint.com

Call: 866-627-3768

24/7 anonymous reporting available
Operated and staffed by third-party provider

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4.2 Construction Signage – MS/MV



**FACILITIES AND OPERATIONS
EMPLOYEES AND VENDORS:
BE SURE TO REPORT
CONSTRUCTION SAFETY CONCERNS**



Scan the QR code to submit a report
or call **212-854-2222**
24/7 reporting available

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Facilities and Operations

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REPORT CONCERNS**



**REPORT SUSPICIONS OF FRAUD, WASTE,
ABUSE, OR SAFETY**

CALL 866-627-3768
columbiauniversityhotline.ethicspoint.com
24/7 anonymous reporting available

The University prohibits retaliation
against those who report compliance
or ethics concerns in good faith.

Scan the QR code
to submit a report



5.0 Fire Safety

Fire Safety and Environmental Protection



Fire Safety Procedures

Contractors must know fire alarm protocols, evacuation routes, and how to use fire extinguishers effectively.

-Know the location of fire alarms, fire extinguishers, and exit routes.

-Stop work immediately when a fire alarm sounds.

-Follow **R.A.C.E. response** protocol in the event of fire or smoke:

- Rescue anyone in immediate danger
- Alarm – activate the fire alarm and alert Public Safety
- Confine fire or smoke by closing doors
- Extinguish if safe to do so, or Evacuate the area

5.0 Fire Safety



Hot Work Requirements

- Certificate of Fitness (COF) required**; retain all applicable licenses.
- Hot work permits are required** for any activity producing flame, smoke, sparks, or heat.
- Two permits required**: FDNY permit and site-specific permit.
- Follow **campus-specific hot work procedures**.
- Request fire alarm bypass/disablements prior to work.
- Post permits at the work site.**
- Fire Guard/Watch required during hot work and **for 1 hour after completion.**

To use Fire Extinguisher:

Pull Pin

Aim Hose

Squeeze Handle

Sweep From Side to Side



5.0 Fire Safety

Improper handling of fuels, equipment, or batteries increases fire risk and may result in work stoppage.



Compressed Gas Storage

- Secure cylinders upright and at least **3 feet** from egress
- Do not secure cylinders to plumbing or electrical conduits

Gasoline-Powered Equipment

- Use only with Project Representative approval
- Gasoline storage onsite is prohibited

Lithium-Ion Batteries

- Improper use or storage may cause fires
- Batteries and chargers must have UL or ETL certification
- E-Bikes, scooters, and similar devices may not be stored or charged on construction sites

6.0 Laboratory Safety

- Laboratory clearance process
 - Prior to working in a laboratory, EH&S certifies the space – “Cleared.”
- Radiation safety
 - Project Representative to obtain approval to use radiation-emitting equipment (Email rso-ehrs@columbia.edu at least 1 day prior to use).
 - Properly dispose of radioactive equipment - exit signs and smoke detectors (Do not dismantle or break these items!).



6.0 Laboratory Safety

- **Biological materials**

- Do not handle “red bag” waste or biological material.



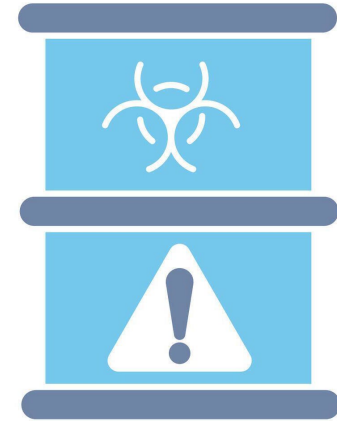
- **Laser safety**

- Project Representative to obtain approval to use Class 3b & 4 lasers.



7.0 Environmental Safety

- **Hazardous materials management**
 - Label and store material upright and closed.
 - Immediately report spills to the Project Representative.
- **Hazardous waste**
 - Waste determination by the Project Representative.
 - Project Representative to obtain the EPA identification number from EH&S.
 - Must use University-approved Vendors.



7.0 Environmental Safety

- **Universal waste**
 - Proper onsite handling and management.
 - Project Representative provides containers.
- **Ballasts**
 - Collect ballasts that contain polychlorinated biphenyls (PCBs).
 - Do not discard ballasts as regular trash.
- **Hazardous scrap metal & end-of-life electronic equipment**
 - Consult Project Representative to ensure material is sent to a University-approved Vendor for recycling.

Follow project procedures and contact the Project Representative with questions.



7.0 Environmental Safety

Spill Prevention & Water Intrusion Awareness



Spill Prevention Control and Countermeasures (SPCC)

Applies to storage of greater than 55 gallons.

Water Intrusion / Mold Recognition Policy

- Report and prevent leaks promptly.
- Keep windows and doors closed.
- Report evidence of mold growth immediately.
- CU Facilities manages or oversees water remediation in accordance with established dry-out guidelines.

7.0 Environmental Safety

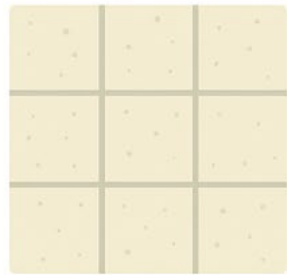
Asbestos Containing Material



- Conduct an asbestos survey prior to the start of work.
- Notify the Project Representative if asbestos-containing material (ACM) is identified or suspected.
- Do not disturb ACM unless properly abated.
- Perform asbestos abatement using licensed contractors, as required.

7.0 Environmental Safety

Asbestos-Containing Building Materials



Vinyl tiles



Popcorn ceiling



Pipe insulation



Laboratory benches



Window and door jambs

7.0 Environmental Safety

Hazardous Materials Awareness



Lead-Based Paint

- Abatement must be performed by a licensed contractor.
- Disturbance of painted surfaces without authorization is prohibited.

Refrigerants

- Licensed technicians are required to properly recover refrigerant gases.
- Appliances must be cleared of refrigerants prior to disposal.

Mercury Contamination

- May be encountered during renovation or construction activities.
- Use caution when opening plumbing fixtures in laboratory buildings.
- Frequently found beneath floor tiles and behind cove base.

7.0 Environmental Safety

Environmental Controls & Mitigation Measures



Proper dust containment is required to prevent exposure and maintain indoor air quality.

Air Emissions

- Notify Project Representative prior to use of combustion equipment (e.g., generators, engines).
- Prohibit truck idling on site.

Nuisance Odors

- Minimize odor-causing activities.
- Implement controls to reduce potential odor impacts.

Dust Control

- Request fire alarm disablement prior to dust-generating activities (as required).
- Use dust containment systems (e.g., ZipWall).

8.0 Occupational Safety

Hazard Communication

- Maintain current *Safety Data Sheets* (SDS) on site.

Personal Protective Equipment (PPE)

- PPE must be provided to company employees.
- Hard hats are required on demolition sites.

Ladder Safety

- Use ladders properly and in accordance with manufacturer requirements.

Lockout / Tagout (LOTO)

- Coordinate all LOTO activities with the Project Representative.
- Perform lockout in conjunction with CU employee lock.
- Apply company lock in addition to CU lock.

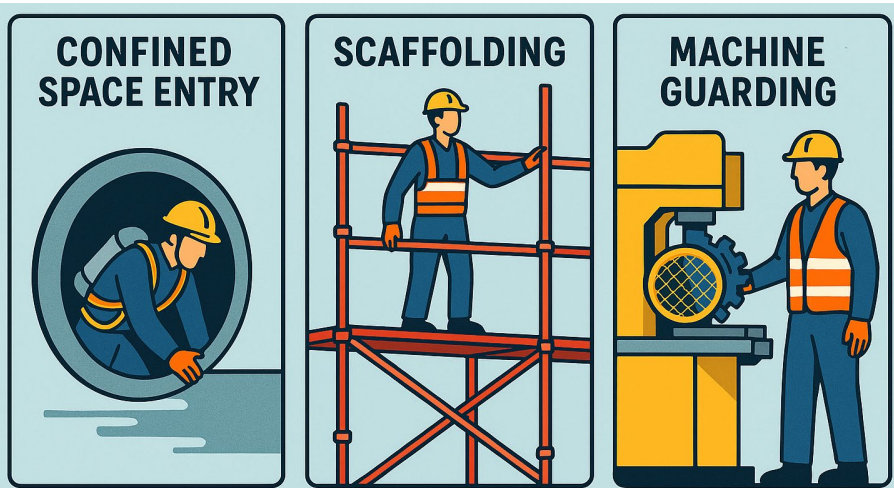
Electrical Safety

- Follow safe work practices when working on or near energized systems.



8.0 Occupational Safety

High Risk Work Safety Requirements



Confined Space Entry

- Provide a written Confined Space Entry and Rescue Program.
- Maintain all required entry permits for permit-required confined spaces.

Scaffolding

- Erect, use, and inspect scaffolding in accordance with applicable safety standards.

Machine Guarding

- Ensure all equipment is properly guarded during operation.

No shortcuts. No exceptions. Safety first.

8.0 Occupational Safety – **Fall Protection**

- **Falls are the leading cause of serious injury and fatality – strict controls are required on all work at heights.**
- -Provide a written Confined Space Entry and Rescue Program.
- -Maintain all required entry permits for permit-required confined spaces.
- **OSHA Fall Protection Requirements**
 - Construction work: fall protection required at **6 feet or more** (29 CFR 1926 Subpart M).
 - General industry work: fall protection required at **4 feet or more** (29 CFR 1910 Subpart D).
- All work at heights requires active supervision by a competent, authorized supervisor – no exceptions.
- **Boatswain (Bosun) Chairs are strictly prohibited at CUIMC** (no suspended chair or rope descent systems permitted on site).
- Only approved access methods may be used: properly erected scaffolds, aerial lifts, guardrail systems, or engineered fall arrest systems
- Site-specific fall rules may exceed OSHA requirements – always confirm with your Project Representative before starting work.
- These requirements apply equally to all contractors, vendors, service providers, and subcontractors working on site.

8.0 Occupational Safety

Core Site Safety Controls



Requirements apply to all contractors, service providers, and subcontractors.

Excavation Safety

-Protect pedestrians and vehicle traffic from fall hazards using barricades, covers, and signage.

Noise Control

-Mitigate excessive noise through engineering controls, scheduling, and hearing protection as required.

Respiratory Protection

-Comply with OSHA respiratory protection requirements.

-Implement source control first to reduce airborne hazards before PPE is relied upon.

Mobile Equipment & Work Platforms

-Operated only by trained, authorized employees.

-Equipment must be appropriate for the task and maintained in safe condition.

Lessons Learned & Best Practices

Safe and Compliant Operations at CU

Supervision & Accountability

- Actively supervise all subcontractors at all times
- Increase oversight during off-hours work

Fall Prevention

- Fall prevention and protection are critical
- Boatswain (Bosun) chairs are **strictly prohibited at CUIMC** – no exceptions

Fire & Life Safety

- Keep all fire egress **paths clear** at all times

Material Staging & Housekeeping

- Coordinate staging in advance
- Staging locations require Project Representative approval
- Remove unused materials **daily** – no abandoned materials

Violations & Representation

- Immediately notify the Project Representative of any summonses or violations
- Only **Columbia University** may represent the Trustees of Columbia University

Plan Ahead • Supervise Actively • Protect Life Safety • Communicate Immediately

Applies to all contractors, service providers, and subcontractors

Questions



For More Information



Vendor Resources - See quick link for Contractor Compliance Guideline

<https://cufo.columbia.edu/content/vendors>

Contacts @ Columbia University Irving Medical Center

cumcfiresafety@Columbia.edu

Contacts @ Morningside and Manhattanville

cufcompliance@Columbia.edu

firesafety@Columbia.edu

cufdr-feedback@Columbia.edu

Acknowledgement

