

## Checklist for X-Ray Use by Contractors

**Instructions:** *The Facilities Management Project Manager completes this checklist before allowing a contractor to use X-rays on campus*

- Project manager obtains safety plan for x-ray work from contractor and sends to EHS office for review
- Contractor work may not begin until EHS review and acceptance of x-ray work plan
- Contractor provides emergency contact information which is given to EHS and University Police dispatcher (may be same as project information)
- Project manager notifies the following areas of the date and time of x-raying activity with instructions to stay out of the building or away from the area:
  - Environmental Health and Safety
  - University Police dispatcher
  - Facilities Management dispatcher
  - Facilities Management trades and maintenance shops
  - Custodians for facility
  - Departmental contacts within the facility or near the area with instructions to notify all personnel who might be entering the facility within the time frame
- Contractor posts all exterior entry doors to the building. Minimum size of posting is 8 x 10 inches. Language must be a warning sign against entry during time of x-ray activity
- If the area is grounds, contractor cordons off the area and posts watches to keep people away
- Contractor sweeps and confirms the building or area is clear of people
- Contractor calls University Police dispatcher at 650-3555 and notifies of x-ray activity just before unit is operated
- After x-ray work is completed, Contractor calls University Police dispatcher to notify of completion.
- Contractor removes all postings after work is completed.