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.