



Grady Health System – 80 Jesse Hill Jr. Drive, SE – Box 26083 – Atlanta, GA. 30303-3801

Grady Health System Facility Development
Contractor Badge Sign-On Agreement

The following individual has agreed to be issued a Grady Health System Facility Development contractor badge. By accepting this badge, this person agrees to abide by all Grady Health System rules and regulations, as well as all "*Contractor's requirements addressed in the Contractor Work and Permit Requirements*", while conducting business on Grady Health System property. Badges should be returned when work is completed, failure to do so will result in holding of retainage.

BADGE#: Temp Date Issued: _____

Name: _____

Home Address: _____

Phone: _____ Picture ID #*: See attached

Company: _____

Company Supervisor: _____ Company Phone: _____

Signature: _____

Project Name: _____

Project #: _____

GHS – FD Supervisor/ PM working for: _____

Employee Issuing Badge: _____

PPD Expiration Date : _____

* Types of ID Accepted: US Drivers License, State Picture ID, Military ID, Alien Registration Card (Green Card).



Employee Health and Wellness Center
80 Jesse Hill Jr. Drive, SE, Clinic GA021
Atlanta, GA 30303
404-616-4600

3. Immunizations

MMR – Measles (Rubeola), Mumps and Rubella

- Documentation of TWO MMR Vaccine doses OR
- Laboratory evidence of immunity to Measles, Mumps and Rubella

VARICELLA (Chicken Pox)

- Documentation of TWO Vaccine doses OR
- Laboratory evidence of immunity to Varicella

HEPATITIS B

Required for those at risk of being exposed to blood and body fluids: May include physician, physician assistant, nurse, emergency medical personnel, dental professional, medical/ nursing/dental student, laboratory technician, nursing assistant, radiology technician, patient care technician, respiratory therapist, medical assistant, physical therapist, pharmacist, EVS, housekeeping, hospital volunteer, patient transporter)

- Laboratory evidence of immunity status
- Proof of all Hep B vaccines received

INFLUENZA (FLU) Vaccine required starting in August

- Documentation of last Influenza vaccine

- TDAP within last 10 years

4. Tuberculosis Screening

- Documentation of a TB blood test (Quantiferon or T-spot) within 3 months of your start date (no prior TB history only) OR
- Chest X-ray less than 3 months old of start date (history of positive test without medication treatment or with incomplete treatment only)
- Record of completion of medication treatment for TB if applicable

***PPD skin tests are not accepted

5. Vaccine Exemption Request Form (Follow instructions on form, Grady only evaluates Grady employees, all others must be approved outside of Grady)

- Not applicable
- Attached or will submit

We are by appointment only, please contact 404.616.2500 to schedule yours today



Project Name: _____

Project Number: _____

GHS Contractor Orientation & Work Rules

<p>Contractor Badging Without exception, Contractor / Vendor Badges are required at all times and should be worn above the waist. Badges will be issued in accordance with the GHS Badging policies.</p>	<p>Contractor Health Screenings All Contractors working at GHS for more than 5 days must obtain The GHS required Health Screening in order to obtain a Contractor Badge</p>
<p>Standards of Conduct Always show respect for GHS patients, staff, visitors and fellow workers. Always yield to Patients, staff and visitors when using elevators, stairs and halls. Use of profane, derogatory language is prohibited.</p>	<p>Use of Elevators Passenger elevators are not allowed to be used for the transport of contractors tools, equipment or materials - use dedicated freight elevators only.</p>
<p>Dress Code Appropriate company uniforms or work clothes with no graphics or words, other than company name or logo shall be worn.</p>	<p>Smoking Smoking is not allowed in any GHS Facility or on GHS property exterior to the buildings.</p>
<p>Parking GHS does not provide on campus parking for Contractors. Contractors must provide their own parking. Contractors are not allowed to park in the loading dock area or in other open parking spots on campus. GHS will have improperly parked vehicles towed at owners expense.</p>	<p>Communication Devices Use of Cell Phones and 2-way Radios are restricted throughout GHS facilities as they may cause electromagnetic interference affecting life support and other critical equipment. Signage restricting radio transmitting devices is posted in vulnerable, sensitive areas. If in doubt, do not use and ask for guidance. Project specific rules may be implemented.</p>
<p>Toilets Contractors shall only use the designated toilet facilities assigned to your project.</p>	<p>Entertainment Devices Use of Portable / Personal music, video, voice devices with or without earphones is not allowed.</p>
<p>Eating / Drinking Contractors shall only use the designated eating /drinking areas that are available to the general public in GHS Facilities. Eating or drinking is not allowed on the project site or storage areas unless project specific GHS approved areas are designated.</p>	<p>Material Handling Tools, equipment and materials are only to be transported via project specific routes. Do not obstruct hallways, corridors or stairways with unattended tools, equipment or materials.</p>
<p>Blue Safety Card Contractor shall carry the "Blue Safety Card" at all times. The reference card contains information on Safety & Security and will be reviewed as part of this orientation.</p>	<p>Personal Protective Apparel / Devices All project sites are designated Hard Hat areas. All clothing must meet OSHA requirements. OSHA required PPD's are to be utilized without exception.</p>
<p>Fire Alarms & Drills Contractor shall respond all Building Fire Alarms and Fire Drills. As part of the Orientation you will be trained to respond to specific Safe Haven area for your Project. Additional project specific drills may also be conducted.</p>	<p>Tools, Equipment & Supplies Contractor shall inspect all equipment to determine it is in good condition and suited for use. When using electrical equipment GFCI will be use appropriately. Contractor is responsible for the security, of its tools, equipment, supplies and equipment.</p>
<p>Hazardous Materials Stop work & contact your Supervisor if you encounter suspected hazardous materials such as asbestos. No flammable storage is allowed onsite, The Fire Command Center and the Safety Dept. is to be made aware of all flammable materials utilized on the project. Provide MSD sheets for contractor supplied products. File GHS Hazardous Materials Import Notification Form.</p>	<p>Housekeeping Do not obstruct hallways & corridors. Keep doors closed. The construction area is to be kept in a neat condition at all times. Combustibles & trash shall be disposed of daily & the area broom swept at the end of each shift. Implement procedures to prevent the tracking of dirt , debris & dust outside of the construction area. Keep the area clean and safe. Protect all existing surfaces.</p>



Project Name: _____

Project Number: _____

GHS Contractor Orientation & Work Rules

<p>Hot Work "Burn Permits"</p> <p>Contractor shall obtain and maintain "Burn Permits" in accordance with GHS procedures. Contractor will be trained on the procedures as part on this Orientation. Open flames, of any kind, welding, brazing and cutting torches as well as high dust creating activities require the permit.</p>	<p>Utility Shut Down Requests</p> <p>Utilities including Mechanical, HVAC, Plumbing, Electrical and Special Systems are not to be disabled or shut down without first obtaining a Utility Shut Down Permit. Review your shutdown need with your supervision and the GHS management team. Plan your work to allow for 7 days notice for a scheduled Utility Shut Down.</p>
<p>Smoke Detectors</p> <p>Do not disable Smoke Detectors. File a "Burn Permit" if detectors need to be disabled or removed.</p>	<p>Sprinkler Heads</p> <p>File a "Request for Utility Shutdown" if sprinkler heads need to be disabled or removed.</p>
<p>Work in or Above Ceilings</p> <p>Work in or above ceilings shall be competed in accordance with the GHS Ceiling Tile Policy. Contractor will be trained on the policy as part of this Orientation.</p>	<p>Cutting & Coring</p> <p>Worker must be posted to assist on the "blind side" of all coring, cutting or demolition activities. "Burn Permits" may be required.</p>
<p>Interim Life Safety Measures (ILSM)</p> <p>ILSM's are a series of administrative and physical actions that must be taken to compensate for construction activities or deficiencies. As part of this Orientation, Contractor will be trained on the GHS policy and the project specific ILSM's to be implemented.</p>	<p>Infection Control Risk Assessment (ICRA)</p> <p>ICRA controls are a series of administrative and physical actions that must be taken to prevent the dust and debris generated during construction and renovation projects from contaminating clean or sterile patient care surfaces, supplies, equipment or air streams. As part of this Orientation, Contractor will be trained on the GHS policy and the project specific ILSM's to be implemented.</p>

Job Specific Protocols (list all project measures to be implemented)	

Fire Response Measures:	

ICRA Measures Implemented:	

ILSM'S Implemented:	

All non-English workers must, at all times, have direct bi-lingual supervision at the point the work is being performed.	

I understand and agree to abide by the above Contractor Orientation & Work Rules	
Contractor Name: _____	Worker Name: _____
Contractor Supt.: _____	Worker Signature _____
Interpreter: _____	Date: _____



Project Name: _____

Project Number: _____

13th Floor Specific - Contractor Orientation & Work Rules

<p>Interaction with Patients and Staff</p> <p>Contractors Staff should have no interaction with patients. Necessary communication with GHS Staff shall be either directly with the Contractors Supervision or through the GHS Project Manager or GHS Trade Superintendent</p>
<p>Piggybacking thru Access Doors</p> <p>Contractor should pay close attention as they pass thru access doors. They should ensure that no one piggybacks thru the door with them and ensure the doors close behind them as they pass through.</p>
<p>Tools, Equip. & Materials - Safe Handling & Storage Open Area</p> <p>Contractor will take only the minimum tools, equipment and materials required to perform a specific scope of work into the open area (not under contractor lock and key and not under the direct control of the Contractor). Tools, equipment and materials shall never be left unattended. The quantities of tools, equipment and materials entering and leaving the area shall be accounted for and documented. If the scope of work requires working on a ladder or the use of multiple tools & equipment (like the use of a cart or bag to carry the tools) then, in addition to the person performing the work, another person shall be assign to watch the tools, equipment & materials while the other person performs the work. All debris shall be immediately cleaned-up.</p>

<p>Code Alvin</p> <p>The Behavioral Health Team uses the "Code Alvin" announcement when a patient has become aggressive or has the potential to be a threat to themselves or others. Upon hearing the "Code Alvin" Contractors should stop work to make sure they are not in harms way and proceed as directed by GHS Staff or Security.</p>
<p>Cell Phones</p> <p>Contractors should refrain form using cell phones in sight of patients. Patients may become agitated because they think someone is talking about them or taking photos of them.</p>
<p>Tools, Equip. & Materials - Safe Handling & Storage Contractor Controlled Area</p> <p>In areas that the Contractor has under his direct control and locked at all times: The contractor shall utilize "just in time delivery", and stock only enough tools, equipment and materials for the days work. For work requiring more than one shift, with the GHS Project Managers or GHS Trade Superintendent's approval, Job Specific Protocols will be initiated which may allow for: small tools to be stored on the jobsite in a larger locked "job box", Larger equipment such as negative air machines may be allowed to remain in the space. Materials required for the next days work may be allowed to remain in the space. The quantities of tools, equipment and materials entering and leaving the area shall be documented on a daily basis. "Job Specific Protocols" will be documented and workers trained accordingly during this orientation. Debris shall be removed from the project at the end of the work shift and the area broom swept.</p>

Job Specific Protocols (list all project measures to be implemented)

All non-English workers must, at all times, have direct bi-lingual supervision at the point the work is being performed.

Orientated workers cleared to work on the 13th floor will be identified by distinct badge markers.

In addition to the GHS Contractor Orientation & Work Rules , I understand and agree to abide by the above 13th Floor Specific Work Rules.

Contractor Name: _____	Worker Name: _____
Contractor Supt.: _____	Worker Signature _____
Interpreter: _____	Date: _____