Contractor and Visitor Safety

Objectives
The Objectives of this section are to establish minimum requirements to assure outside contractors are fully advised of requirements regarding safe work practices and procedures while on property, and to require their full compliance with applicable state, local and federal regulations.

References
1. ______________________ Safety & Health Policy & Training Manual – all sections

Definitions
Contractors – applies to all companies and their employees who provide a good and/or service to any facility.

Scope
This policy applies to all facilities who, at any time, contract services or personnel to conduct project work.

Responsibility
Managers will ensure that all contractors meet the requirements for safe work practices and procedures as outline in reference 1.

The local purchasing department representative is responsible for obtaining and maintaining updated rules of contractor’s insurance documents that indicate the current coverage and amounts. The purchasing department representative, with assistance from the Corporate Risk Manager, will assure coverage meets requirements.

Supervisors and employees will report any safety discrepancy in the work practices and procedures of contractors to their respective reporting senior.

Contractors and their employees are responsible for knowing and abiding by the safety policies outlined in reference 1.

Procedures

Company Project Coordinator Duties
An employee will be designated as the Project Coordinator for each contractor job. The responsibilities of the Project Coordinator include:

1. Conduct a pre-work discussion with the outside contractor project coordinator/supervisor(s), and discuss in detail the project scope and safe work expectations. This will include a discussion of all applicable items listed on Exhibit 1: Orientation Checklist.

2. Provide a copy of safety data sheets where contractor employees may be exposed. List these on the orientation checklist and advise of any communication of any asbestos locations, gases, etc. pertinent to the project scope and area.
3. Familiarize the outside contractor project coordinator/supervisor with pertinent emergency signals, warnings and procedures for evacuation.

4. Advise the contractor that they are responsible for safety education, training and direct supervision of their personnel working at ________________. They will be advised of personnel observed not following safe practices so they may take corrective action. Contractor personnel may be asked to leave ________________ premises for violation of safe work practices.

5. Obtain applicable safety data sheets from the contractor regarding any hazardous chemical(s) they may bring in during the course of the project work. All hazardous chemicals being brought onto ________________ property must be first reviewed and approved by the plant safety and environmental personnel and the project plans reviewed. For establishment of minimum chemical control criteria refer to Exhibit 2: Control of Contractor Chemicals.

6. Obtain the signatures, on Exhibit 1 Checklist, of the outside contractor project coordinator/supervisor and subcontractors at the end of the project orientations discussion and distribute copies to the plant safety personnel, outside contractor project coordinators and others who participated and in accordance with local facility requirements. It is recommended that a local copy remain with the project contract documentation once agreement has been reached by all parties involved.

7. Ensure that relevant contract documents reflect these concerns.

The ________________ Project Coordinator will be trained and qualified to assure all pertinent information is discussed with outside contractors he or she may work with.

Where additional technical knowledge is necessary for the project orientation discussion, the facility will require the Corporate Safety Manager and the facility Maintenance Manager and others to participate in the discussion.

All education and discussion records will be maintained for program audit purposes. The local facility procedures will determine central filing requirements.

Each facility will establish a local program audit system to monitor effectiveness and compliance with their local procedures and this policy.

**Outside Contractor Duties**

Provide ________________ purchasing department representative with a current copy of insurance coverage before finalizing a contract agreement for work. ________________ will advise contractors of minimum coverage expected. No contractor work will be considered until insurance criteria has been agreed on and complied with.

The contractor(s) will comply with all applicable state, local and federal regulations. In the United States, they will specifically comply with all applicable requirements of OSHA 29 CFR Parts 1900-1926.

Outside contractors will provide all necessary equipment for their employees to conduct the project work safely. This equipment includes, but is not limited to, ladders, scaffolding, lifts, power and hand tools, extension cords and personal protective equipment. Any exception is subject to the same training.
All applicable facility safety rules will be complied with as with any visitor on ____________ property.

Contractors are responsible for the security of their equipment. Designated storage areas will be provided. Equipment is to be secured in this area at the end of the work period.

Contractors’ work will be stopped immediately if work practices are unsafe or put contractor personnel, ____________ personnel or ____________ property at risk.

Contractors will comply with OSHA (or local country, more stringent requirements) 29 CFR 1910.147 standards, The Control of Hazardous Energy and will not begin work until procedures are coordinated with designated ____________ personnel.

__________ Locks and tags will be added to outside contractor locks and will not be removed until the ______ Project Coordinator determines that it is safe to re-engage the energy source.
No contractor will manipulate any switches, controls, valves or instruments without the prior approval of the ________ Project Coordinator.

The outside contractor project coordinator/supervisor will advise ____________ of hazards associated with the project work planned.

The contractor firm is responsible for providing medical care to their employees. ____________ first aid facilities may be used only in the cases of an emergency.

No welding or cutting will be permitted by contractors unless they first obtain a “welding permit” from the authorized ________ person. Permits are not transferable from project to project and will be issued for each task.

No confined spaces will be entered by contractor personnel unless they follow recognized safe confined space entry procedures such as in US NIOSH guidelines, American National Standards Institute standard or other comparable state, local or federal regulations. The ____________ Project Coordinator will be notified of any planned confined space entries.

**Forms**

**Exhibit 1:** Outside Contractor Safety, Health & Loss Prevention Checklist

**Exhibit 2:** Control of Contractor Chemicals

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.
Exhibit 1
Outside Contractor Safety, Health & Loss Prevention Checklist

Contractor Company Name: ________________________________________________________________
Project Start Date: ____________________________  Project Completion Date: ______________________
Project/Service Planned: _________________________________________________________________
Outside Contractor Project Coordinator/Supervisor: _______________________
Project Coordinator: _________________________________________________________________

Note: Mark “Yes” where requirements are applicable and details are discussed. This project discussion must occur before any work begins.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Site Access</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Parking</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Emergency procedures, signals, evacuation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Rest rooms, lunch facilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Storage facilities &amp; designated area(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Employee Conduct</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Personal protective equipment (must be supplied by contractor)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Chemical/health hazards – SDS given by each as required (list on bottom of this form)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Lockout/tagout procedures of companies involved.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Confined space entry permit and necessary equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Heavy lifting/hoisting tasks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Demolition (warning/security)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Overhead work: electrical lines, trees, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. Physical site hazards</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Pressurized materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Explosive materials/atmosphere</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Flammable Liquids</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Cutting &amp; Welding</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Approvals needed for electrical controls, valves, instruments</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16. Chemical spill control and reporting</td>
<td></td>
</tr>
</tbody>
</table>

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.
17. Removal & disposal of excess chemicals & residues

18. Review of plant outside contractor procedure

19. First aid procedures in place and contractor has a ANSI approved FA kit and eyewash station

20. Fall protection controlled above 6’ and 10’ – equipment to include fall protection devices, scissors and articulating boom lifts

21. Copy of plan safety rules provided to contractor

**Note:** Contractors violating applicable rules & procedures will be asked to leave company premises. No plant equipment may be used by outside contractors without special authorization from plant personnel.

All work practices must comply with applicable federal, state and local regulations.

All information discussed above will be communicated to all contract and subcontract employees by the outside contractor project coordinator/supervisor prior to the start of work.

**General Comments:**

________________________

________________________

________________________

________________________

________________________

________________________

________________________

________________________

________________________

________________________

**Signatures & Date Signed:**

Outside Contractor Project Coordinator/Supervisor: __________________________

Subcontractor Company Coordinator: __________________________

Project Coordinator: __________________________

Other (Name & Title): __________________________

Safety Data Sheets provided to outside contractor: __________________________

Safety Data Sheets provided to __________________________ by the outside contractor (approval for use must be obtained from the Corporate Safety Manager before being brought onto __________________________ property). 

---

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.
Exhibit 2
Control of Contractor Chemicals

Objective
To assure that chemicals used by contractors on ________________ premises (owned as well as leased) are controlled so that:
1. The health and safety of both ________________ and contractor employees are protected.
2. All applicable environmental regulations and statutes are followed.
3. ________________ property is protected.

Scope
This practice applies to all ________________ facilities involved in manufacturing or distribution, including office locations where there is a potential for use of chemicals by contractors on a routine or non-routine basis.

This practice applies to all categories of contractors hired for work on ________________ locations. The criterion used to determine applicability is simply whether the contractor will use any chemical or chemical products. Several categories who commonly use chemical products are:
1. Janitorial services
2. Construction trades
3. Maintenance trades, including research & development
4. Special operations

Responsibility
The Plant Manager is responsible for management of all contractor chemicals used at each location. In order for the contractor chemical control program to be implemented, the following departments will have the indicated responsibilities:

1. **Plant Manager**
   a. Establishes corporate policy for control of chemicals
   b. Establishes a Routine Use Chemical List and general rules for the use of these chemicals.
   c. Obtains technical guidance from the Corporate Safety Manager regarding obtaining and interpreting chemical safety and environmental data and regarding specific case-by-case assistance for non-routine chemicals or routine chemicals proposed for non-routine uses.
   d. Periodically audits compliance to the location policy and assures changes are implemented when necessary.

2. **The ________________ Project Coordinator** (______________ employee who initiates the project and specifies the project to be contracted):
   a. Reviews quotes with the knowledge of the types of chemicals that would be routinely used by the contractors for the proposed job.
   b. Obtains from the contractor all chemical safety and environmental data required to determine if the proposed chemicals are listed on the local authorized Routine use Chemical List (SDS’s of all chemicals are required)
   c. Will, for proposed chemicals not already included on the authorized Routine Use Chemical List, receive all chemical and environmental data from the contractor to determine if the proposed chemicals will be approved for use.
d. Submit all necessary chemical safety and environmental data to the Corporate Safety Manager with a request that the chemical be approved and considered for inclusion on the Routine Use Chemical List.

3. The __________________________ Contractor Coordinator (The ________________ employee who directly works with the contractor):
   a. Authorizes the use of routine use chemicals for intended routine or ordinary use with prior consultation with the ______________________ Project Coordinator.
   b. Implements all general and specific chemical use restrictions.
   c. Ensures that the contractor follows all use restrictions on a day-to-day basis.
   d. Ensures that contractor removes from ______________ premises all waste and excess chemicals when no longer needed.

4. Contractor
   a. Provides to the ______________ Contractor Coordinator all necessary chemical safety and environmental data prior to bringing the chemical on the ______________ site.
   b. Obey all chemical safety requirements as specified in the contract or other local, state or federal regulations.
   c. Depending upon the contract specifications, the contractor will remove from ______________ site all excess or waste chemicals.
   d. Immediately report to the ______________ Contractor Coordinator or ______________ Project Coordinator any chemical spills or mishap.