

Contractor Safety Policy Sample

The information contained in this “Contractor Information” booklet is a review of safety rules to be followed when performing work on our company property. The contractor is responsible for providing the proper training for all required training applicable to the service performed on our company premises.

By signing below:

1. You understand and shall comply with all the information contained in this contractor information program.
2. You shall abide by all OSHA, NFPA, State and Local standards.
3. You understand that if the federal, state or local, or Company standards are not followed you may be dismissed or suspended from any further activities for this job.

Contractor Company

Signature Contractor Representative

Print Contractor Representative

Date _____

Title _____

Subcontractor Company

Signature Subcontractor Representative

Print Subcontractor Representative

Date _____

Title _____

Company

Signature Company Representative

Print Company Representative

Date _____

Title _____

Purpose

The purpose of this Contractor Safety Policy is to ensure a safe working environment for contractor employees, company employees, and the general public while services are performed on company property. These guidelines provide general safety requirements and do not replace applicable OSHA, state, or local regulations, which take precedence in the event of a conflict.

Acknowledgment

By signing below, the contractor and subcontractor representatives acknowledge and agree to:

Comply with all information contained in this Contractor Safety Policy.

Abide by all OSHA, NFPA, state, and local standards.

Understand that failure to comply with federal, state, local, or company standards may result in dismissal or suspension from the job.

Contractor responsibility

1. Provide a certificate of insurance for the current policy period listing our company as an additional insured.
2. Review the safety rules in this document with all contractor/subcontractor employees before work begins.
3. Agrees to enforce OSHA, local government and our company guidelines.
4. Sign in at the beginning of each day the visitor's log before work begins.
5. Ensure all contractor employees are physically able and properly trained to perform their job duties.
6. Report all accidents and any hazardous condition to plant management immediately.
7. To maintain and furnish to all contractor employees all personal protective equipment; such as, protective footwear, head protection, respirators, eye protection, fall protection, and etc.
8. Keep a clean worksite during the project. Provide receptacles for general trash and salvageable metals. All materials will be disposed of at the contractor's expense. Contractor will provide tools and equipment for safe and proper clean-up.
9. All spills must be cleaned up immediately.
10. Stairs, steps, ladders and walkways must be kept clean and free of materials that may cause tripping or slipping.
11. Tools and other equipment must be stored in proper locations when not in use to reduce tripping and slipping.
12. Contractor personnel will park in designated areas; use designated sanitary facilities and contractor's tools and equipment only unless authorized in writing by plant management. Contractor service vehicles will be allowed in or near their assigned work areas. The plant speed limit will be 10 mph or less. All contractor employees operating vehicles must have a valid driver's license issued in the state of residence.

13. Contractor employees are only allowed access to those plant areas where they are assigned work.
14. Smoking is prohibited except in areas designated by plant management. All plant areas posted as NO SMOKING shall be observed.
15. Horseplay will not be tolerated.
16. Jewelry, including but not limited to rings, chain bracelets, necklaces or earrings is not recommended to be worn. Medical alert bracelets or necklaces may be worn where necessary.
17. Contractor employees are not authorized to enter grain bins unless authorized by plant management and company bin entry procedures are followed.
18. Manlifts and passenger elevators are off limits to contractors' employees unless permission is granted by plant manager.
19. Contractor and subcontractor employees are prohibited from bringing or storing firearms onto our company property. This includes any and all work vehicles owned by the contractor as well as personal vehicles employees may own. Firearms may not be carried whether in open or concealed.

Potential fire, explosion, other hazards in the area of work to be performed:

Before you, your employees or any sub-contractors you employ begin work at the site they must all be aware of the following potential fire, explosion or other hazards for the area of work to be performed:

Fire and Explosion Hazards

Other Hazards:

Hazardous Substances

1. Safety Data Sheets (SDS) are available for all chemicals used in our workplace. A complete binder of all SDS's can be found in the main office.
2. If there are hazardous chemicals brought onto our company property that we do not have an SDS on file it is the contractor's responsibility to provide an SDS for those product(s).
3. All containers brought on company property must be properly marked and labeled.

Personal Protective Equipment

1. Head protection shall be provided and worn by all personnel in required areas.
2. Eye and face protection shall be worn when performing any grinding, chipping, or other tasks that may cause damage to eyes and face.
3. Protective footwear should be provided where necessary.
4. Gloves shall be worn to protect hands when necessary.
5. Compressed air, oxygen, or other compressed gases shall not be used to blow off clothing.
6. Contractors are responsible for providing and maintaining all personal protective equipment.

Hot Work/Welding & Cutting

1. Hot work permits are hot work involving electric or gas welding, cutting, brazing, or similar flame producing operations.
2. Hot work permits are not required where a company representative who would otherwise authorize the permit is present while the hot work is being performed.
3. The hot work permit is valid for (1) day only and must be requested by plant management.
4. Company personnel must approve all hot work permits.
5. Only non-sparking tools may be used unless given permission by plant management.
6. Welding and cutting shall be prohibited within (1) one hour of quitting and leaving the work place. All areas of the welding and cutting should be observed

Electrical Safety/Lock Out/Tag Out

1. Contractors are required to make sure all electrical equipment is properly grounded and in good condition.
2. Ground fault circuit interrupters shall be used when required.
3. A lockout/tagout procedure shall be performed before any work is performed on equipment.

4. Company personnel will review the lock out and tag out procedures for the equipment being serviced. These procedures must be followed by all contractor personnel.
5. Any equipment to be locked out or tagged out will be done with a lock from the contractor and our company. Each will be responsible for their own key.
6. All construction and electrical OSHA regulations shall be followed.

Emergency Action Plan

1. A copy of our company emergency action plan will be provided to the contractor representative signing this contractor agreement. Contractors are responsible to ensure their employees are aware with the emergency action plan for the facility where services are being performed. This includes assembly areas, evacuation routes, and emergency procedures.
2. All contractors and their employees will be briefed on the location of all first aid materials, emergency action plans, emergency phone access, fire extinguishers and emergency exits.
3. The contractor will appoint a leader to account for all personnel under their leadership at the assembly point.

Fire Protection

1. Contractors and employees should be familiar with the fire extinguishers located in the area of work performed.
2. If a fire extinguisher is used plant personnel should be noted immediately.
3. All fire extinguishers should have free access to them, so do not hang any tools, coats or other items on the extinguishers or place items to restrict access to the fire extinguishers.
4. All gasoline containers must be metal with anti flash back protectors.

Confined Space

1. All confined spaces on company property will be posted.
2. Entry into any confined space must have a confined space entry permit filled out with the plant manager.

Bin Entry

1. Company personnel shall be notified before any entry into a bin, tank, silo, or warehouse. The company's bin entry procedures shall be followed.

Fall Protection

1. Contractors working in an area where fall protection is required by OSHA standards shall be provided and worn.
2. All fall protection equipment; such as, but not limited to harnesses, lanyards, life lines, and safety nets, must meet applicable ANSI standards and be properly maintained.

Workplace Drug and Alcohol Policy

1. The premises where work is to be performed is a drug and alcohol free workplace.
2. Contractor employees are prohibited from being impaired by drugs or alcohol.
3. Contractor shall take all necessary and legal measures to ensure contractor employees assigned to perform work are in compliance with this policy. Such measures include, but not limited to, pre-employment drug/alcohol testing, reasonable suspicion drug/alcohol tests, and after accident drug/alcohol tests.
4. Any contractor or contractor's employee who is impaired by the use of drugs and/or alcohol will be result in immediate removal from company premises.
5. Drugs or alcohol is prohibited to be used on our company property.
6. If there is an accident on our property the contractor's employee(s) involved may be required to submit to a drug/alcohol screening. The drug and alcohol screen will be conducted by a certified company or agency of our company's choice.
7. Failure to submit to a drug and alcohol test will result in removal and/or barring from our company property.
8. Contractor employees are prohibited to use, sell, transfer, manufacture, or possess alcohol when reporting to work, while working, or while on or about all company premises.

Crane/Powered Industrial Trucks

1. All operators of cranes or forklifts are required to be properly trained per OSHA standards.
2. Contractors are responsible for safe operation and maintenance for cranes or powered industrial trucks brought onto company property.

Conclusion

These guidelines are general and do not supersede local, state, or federal laws. Safety is everyone's responsibility, and these rules are designed to promote a safe work environment for all. Having a contractor safety program and following it will reduce the risk of accidents involving contractors working on the premises and reduce our potential company liability.

Contractor Safety Checklist

Company Contractor Safety Policy

Yes No

☐ ☐ Contractor has been given and reviewed the company contractor safety policy for conducting work on our company property.

General Safety Requirements:

Yes N/A

☐ ☐ Company Lock Out / Tag Out procedures
☐ ☐ Company Confined Space Permit Procedures
☐ ☐ Company Hot Work / Welding Permit Procedures
☐ ☐ No Smoking Procedures
☐ ☐ Personal Protective Equipment requirements
☐ ☐ Restroom Facilities Provided by ☐ Contractor ☐ Company
☐ ☐ Proper use of passenger manlift elevators
☐ ☐ Reporting contractor personnel injuries
☐ ☐ Company policy for drugs, alcohol, firearms
☐ ☐ Locating of utility lines, electricity, fuel, etc.- Responsibility by contractor
☐ ☐ Use of company personnel, property, equipment
☐ ☐ Traffic, parking, railroad, etc for contractor's personnel vehicles

Hot Work Permits:

☐ ☐ Preparation for all hot work areas to be completed by contractor
☐ ☐ Fire protection for any hot work to be provided by contractor
☐ ☐ Minimum ½ hour fire watch after hot work is completed by contractor

Confined Space Procedures

☐ ☐ Safety equipment for confined space entry furnished by contractor
☐ ☐ Observer for permit required confined space entry furnished by contractor
☐ ☐ Communications equip. for permit confined space furnished by contractor

Emergency Action Plan

☐ ☐ Visitor log and head count areas explained to contractor
☐ ☐ Fire, explosion, wind, etc procedures in plan reviewed with contractor
☐ ☐ Escape routes and meeting/assembly places reviewed with contractor
☐ ☐ Media statement procedures reviewed with contractor

Hazard Communication Program

☐ ☐ Contractor explained where the Company MSDS's are located
☐ ☐ Contractor furnished company with MSDS's
☐ ☐ Review of physical and chemical hazards that may affect contractor's employees

Scaffolds, Stairs, & Ladders

☐ ☐ Contractor to provide fall protection devices for contractor employees
☐ ☐ All portable ladders must meet OSHA standards
☐ ☐ All stairs, scaffolds, & platforms shall have approved railings and toe boards

Contractor Representative _____ Date _____

Company Representative _____ Date _____

CONTRACTOR CONTROL

BEFORE ANY CONTRACTOR STARTS WORK ON _____ PROPERTY, WE WILL HAVE A SIGNED CONTRACT AND CERTIFICATE OF INSURANCE. IN ADDITION, A CHECKLIST OF ALL APPLICABLE PLANT SAFETY RULES AND REGULATIONS SHALL BE REVIEWED AND SIGNED BY THE CONTRACTOR. THE FOLLOWING ARE BASIC ITEMS THAT MUST BE INCLUDED IN A PLANT REVIEW LIST AS A MINIMUM:

- ☐ Facility orientation: first aid areas, fire extinguishers, restricted areas.
- ☐ Use of permits as necessary: cutting, welding, confined space entry, fumigation.
Contractors will be required to use our permit system. These permits will be issued by the superintendent/location manager on a daily basis.
- ☐ Emergency Action Plan
- ☐ Plant smoking rules.
- ☐ Lockout and tag procedure.
- ☐ Reporting personnel injuries, property damage, and environmental incidents to the superintendent/location manager.
- ☐ Plant emergency procedures.
- ☐ Daily housekeeping and cleanup requirements.
- ☐ The use of personal protective equipment by contractor employees.
- ☐ Storage of tools, equipment, and hazardous chemicals (Including Material Safety Data Sheets – bot the contractor’s and our company).
- ☐ Proper operation and authorization to use passenger elevators.
- ☐ Restriction of alcohol, drugs, weapons, etc. on premises.
- ☐ Review of our contractor Hazard Communication Program.
- ☐ Vehicle traffic control in plant (restricted areas, plant traffic pattern, railroad traffic), rail car switching procedure, warning system, and restrictions on crossing tracks.
- ☐ Location of power and fuel lines.
- ☐ Removal and replacement of equipment guards.
- ☐ Fall protection policy.
- ☐ Certificate of Insurance on file.

I have reviewed and understand all the preceding and agree to comply.

Reviewed By

Contractor/Company

Date

Contractor Employee Signatures:

CONTRACTOR OBSERVATION REPORT

Location: _____ Date of Report: _____

Contracting Company: _____ Time: _____

Employee Name: _____

Problem Status: Serious ☐ Yes ☐ No

Non-Hazardous ☐ Yes ☐ No

Description of Problem:

Discussed with Contractor Representative ☐ Yes ☐ No Date: _____

Problem Resolved: ☐ Yes ☐ No Comments: _____

Plant Supervisor: _____ Date: _____

Signature: _____

Contractor: _____ Date: _____

Signature: _____

CONTRACTOR COMPLETION REPORT

Location: _____ Date of Report: _____

Contracting Company: _____

Housekeeping has been completed appropriately: ☐ Yes ☐ No

All hazardous materials have been removed: ☐ Yes ☐ No

All flammable materials have been removed: ☐ Yes ☐ No

All trash, construction debris has been removed: ☐ Yes ☐ No

Job completed according to contract: ☐ Yes ☐ No

No unexpected potential hazards created: ☐ Yes ☐ No

Guards, barricades, locks/tags, etc. removed: ☐ Yes ☐ No

All contractor equipment removed: ☐ Yes ☐ No

Contractor disconnected from all utilities: ☐ Yes ☐ No

If new equipment installed: ☐ Yes ☐ No

Employee training provided: ☐ Yes ☐ No

Service manuals provided: ☐ Yes ☐ No

Instruction manuals provided: ☐ Yes ☐ No

Safeguards in place for potential hazard: ☐ Yes ☐ No

Comments: _____

Plant Supervisor: _____ Date: _____

Signature: _____

Contractor: _____ Date: _____

Signature: _____