

SAF003. Contractor Safety

Procedure Category: Public Safety and Health (SAF)

Subject: Safety Procedures for Outside Contractors

Procedure Owner: Executive Vice President of Business Services

Related Procedures: SAF002

I. Scope

This procedure establishes the guidelines needed to ensure that work performed by outside contractors will be done in a safe manner and applies to all contractors working at any Cowley College facility.

II. Procedure Purpose

The purpose of this procedure is to ensure that all contractors follow both Cowley College safety procedures as well as those mandated by the Occupational Safety and Health Administration (OSHA). In addition, it will ensure that all contractors follow the necessary guidelines that deal with environmental regulatory compliance and those of the Environmental Protection Agency (EPA)

III. Definitions

1. *OSHA* – Occupational Safety and Health Administration
2. *EPA* – Environmental Protection Agency
3. *EHS* – environmental, health and safety
4. *MSDS* – material safety data sheets

IV. Procedure

1. The Maintenance Supervisor or authorized designee will provide the contractor with pertinent environmental, health and safety (EHS) information for the job that the contractor will be performing. This may include but is not limited to:
 - Lockout/tagout procedures. The College's authorized employee will perform the lockout with the contract employees locking out the same items.
 - Access to material safety data sheets (MSDS) will be provided to the contractor for those hazardous chemicals that the contractor will be working with or near.
 - Obtaining any certification of training for any EHS related training that may be required for contractor employees.

2. The contractor will provide the following to the Maintenance Supervisor or the authorized designee:
 - A MSDS for any hazardous chemical that the contractor will bring onto the campus. All Cowley employees who work in the area where these chemicals are being used will be notified of the chemicals.
 - A certification of training for any EHS related training that may be required for contractor employees.
 - A certificate of insurance for workers' compensation and liability coverage in the amount of five hundred thousand dollars minimum.
 - The name, address and phone number of the medical facility that treats contractor employees and the medical emergency procedures of the contractor.
 - A report of all work-related injuries to contractor employees while on college property.
3. The contractor will store, handle, and dispose of all trash and chemicals that are brought on site and remove all trash and disposable material upon completion of the job. Good housekeeping is an essential part of the job in addition to securing and storing all materials at the end of each workday.
4. Any safety equipment will be the responsibility of the contractor to provide. Cowley College will not provide any equipment for the completion of the job without prior approval. All contractor employee training that is required will be done by the contractor.
5. The Maintenance Supervisor or authorized designee will inform the contractor of any unusual hazards that might affect them prior to the beginning of work. All plant rules, emergency procedures, and hazards will be reviewed. Contractors that perform work in a plant routinely may go through the orientation and safety checklist on an annual basis.
6. The contractor and its employees will sign in and out.
7. The college-authorized designee will coordinate all activities with the contractor. Any college employee will immediately report any unsafe conditions or unsafe acts by contractor employees to the maintenance supervisor or designee.
8. The contractor is required to obtain the proper permits prior to beginning work.
9. If the contractor is engaged in work that will require the use of a respirator, the contractor must provide the authorized designee a copy of the most recent training and fit test records for employees involved in the work upon request
10. College employees will not supervise any contractor employee unless prior arrangements were agreed upon.
11. Contract employees will, as a minimum, wear any safety equipment that is required of college employees.

V. Effective Date(s)

This procedure first became effective March 25, 2014. This procedure was reviewed _____.

VI. Signature and Title

This procedure is implemented by: _____

Title: Executive Vice President of Business Services

Appendix A

**Contractor Orientation
and
Safety Form**

CONTRACTOR ORIENTATION AND SAFETY FORM

Contractor or Company Name _____ Date _____

Address _____ Phone # _____

_____ Start Date _____

Contractor Representative _____

Plant Authorized Designee _____

Project Description _____

In compliance with the terms of the Cowley College Environmental, Health and Safety program for contractors, this form has been provided to assure all safety and environmental procedures for contractor safety are understood and complied with.

Please indicate the completion date for each category below:

<u>Procedure</u>	Completion Date
<u>Mandatory</u>	
1. Contractor safety procedure	_____
2. Emergency plan	_____
3. Fire protection procedure	_____
4. Safe handling, storage, use, and transportation of Hazardous Materials. (Hazard communication standard)	_____
5. Sign-in and sign-out procedure	_____
6. Available plant facilities	_____
7. Accident reporting	_____
8. Personal protective equipment requirements	_____

Procedure

Completion Date

Job Specific (as required)

1. Fire extinguisher usage
2. Respiratory protection procedure
3. Confined space entry procedure
4. Control of energy sources (lockout/tagout)
5. Hot work procedure
6. Excavation procedure
7. Fork or lift truck operation procedures
8. Project specific environmental/safety procedures (list all)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By signing, I confirm all on-site company employees are properly trained on EHS information.

Contractor's Foreman Signature

Date

Print _____

Sign _____

Cowley Authorized Designee

Print _____

Sign _____
