Contractor Safety Program

Introduction

Objectives:

The objectives of this program are:

- To provide guidelines for the review and approval of contractors and sub-contractors by determining whether potential contractors (including suppliers and vendors) meet their risk management, insurance, and general liability obligations prior to formalizing a contract.

- To establish the safety measures that are necessary for contractors to follow onsite, which includes the risk management and incident prevention efforts of the host organization in addition to the contractor's own safety program. **[Organization Name]** will adhere to this Contractor Safety Program.

Scope:

This program affects those in the hiring process, contractors, subcontractors, and creators of the safety and health program. It must be used in conjunction with several other programs:

- **Comprehensive safety and health program:** This includes ongoing hazard analyses and hazard controls to protect contractors when they are on site. Also, contractors must be trained in safety policies and procedures.

- **Hazard Communication Plan:** Contractors must be aware of the chemical hazards in their work areas.

- **Incident Response Plan:** Contractors must be trained on how to respond to emergencies and all incidents.

Implementation:

The implementation of this program is the responsibility of Management.

Outline of topics:

1. Review and Approval of Contractors

Forms that the contractors must submit:

- **The Contractor Qualification Form:** This form outlines the contractors' experience in the areas of risk management, insurance coverages, and general liability and also provides information on their insurance policies. Prospective contractors must complete this form prior to participating in the bid process. [See Appendix A.]

- **Certificates of insurance** (**COIs**): Contractors must also provide copies of COIs for all applicable insurance coverages (i.e., Automotive, General Liability, Workers' Compensation, etc.), prior to contract acceptance.

Contractor hiring personnel responsibilities:

- **[Responsible Person]** will establish the organization's minimum insurance requirements.

- The Project Manager will review the submitted Contractor Qualification Forms.

- If COIs meet the minimums and the Contractor Qualification Form is approved, then **[Responsible Person]** can finalize the contract or RFP for that contractor.

2. Establishing Safety Requirements

The pre-work conference:

Prior to work beginning at the job site, the contractor's management representative and the Project Manager must attend a pre-work conference to review both the contractor's safety and health programs and the programs of the host employer.

Regulations that must be followed:

- When the requirements and best practices differ between the contractor and the employer, the most stringent requirements and best practices must be followed.

- All contractor and subcontractor employees must follow all requirements established by the Project Manager, host employers, or customers, such as personal protective equipment (PPE), training, or facility-specific requirements posted throughout the jobsite.

- In addition, all contractor and subcontractor employees must follow all Federal and State, Occupational Safety and Health Administration (OSHA), and environmental regulations.

3. Training and Communication

Documentation of all training is to be kept on file by Management.

Training topics:

Prior to working on the job site, all contractor representatives and employees must attend safety and health training on:

- Hazard communication.

- Process safety management.

- Emergency procedures.

- Other topics stipulated in the pre-work conference.

Walkthrough training:

The Project Manager and the Safety Representative must walk the contractor representatives and their employees throughout the job site to:

- Explain the alarm system and evacuation plan.

- Review any safety or health hazards and protective measures associated with specific work areas.

Weekly safety meetings:

At a minimum, weekly safety meetings must be held onsite with the goals of establishing open communication about safety and continuously improving the program.

Company and contractor safety representatives must perform daily jobsite walkthroughs with the purpose of immediately addressing safety issues and to note issues for discussion at the weekly safety meetings.

The meeting must include:

- Safety representatives from every contractor.

- A safety representative from the facility.

- All contractors.

4. General Safety Requirements

Contractor management responsibilities:

- Every day prior to the arrival of workers each shift, the contractor representative must meet with the Project Manager to review daily work activities and safety concerns.

- Contractors must provide their employees with all the PPE and safety equipment needed to perform their jobs safely.

- Daily "toolbox safety meetings" must be held by all contractors/subcontractors and attended by all employees. Records from all daily and weekly safety meetings and walkthroughs must be forwarded to the Project Manager for permanent retention.

Contractor employee responsibilities:

- Every day prior to starting work, check in with your lead contractor representative.

- No one under the influence of drugs or alcohol is permitted on the jobsite. Do not bring drugs and alcoholic beverages on the jobsite.

- Do not engage in horseplay or recklessness, which can endanger employees and property.

- Do not bring firearms or other weapons on the job site.

Hot work permits:

Hot work includes welding, burning, grinding, and open flame or torch cutting operations.

- Prior to the performance of any hot work, a hot work permit must be obtained from the Project Manager.

- A fire watchman with a proper fire extinguisher must be placed at hot work sites and remain there for at least 60 minutes after the work is finished per the hot work permit.

Chemical handling:

- Before they are brought onsite, the Project Manager must review chemicals and their SDSs for their hazard potential and disposal requirements. Do not bring chemicals onsite without this review.

- Assure that chemicals are contained in DOT-specified containers with proper GHS-compliant labels.

- Follow grounding and bonding procedures for all flammable/combustible materials.

- Do not transport chemicals through any portion of the facility without prior consent from the Project Manager.

Appendix A: Contractor Qualification Form

Contractor Name: _____ Date: _____

#	QUESTIONS	Yes	No
1.	Has your organization's interstate Experience Modification Factor over the last three years stayed below 1.0?	☐	☐
2.	Has your organization's interstate Experience Modification Factor over the last three years trended downward?	☐	☐
3.	Has your organization's OSHA Recordable Rates been below your industry's average, nationally and on the state level, for the last three years?	☐	☐
4.	Has your organization's OSHA Recordable Rate over the last three years trended downward?	☐	☐
5.	Have more than 25% of your organization's employee-hours been spent in your industry-type?	☐	☐
6.	Do you provide new-hire orientation and daily, weekly, or monthly safety training for employees?	☐	☐
7.	Do you provide new-hire orientation and daily, weekly, or monthly safety training for foremen/supervisors?	☐	☐
8.	Do you provide new-hire orientation and daily, weekly, or monthly safety training for management?	☐	☐
9.	Do you conduct daily, weekly, or monthly safety inspections?	☐	☐
10.	Do you keep incident records and do your employees and management know how well the organization is doing?	☐	☐
11.	Do you have a written safety program, and does it address general liability and automobile issues in addition to employee safety and health?	☐	☐

12. List your Experience Modification Factor for the last 3 years: _____ _____ _____

13. List the OSHA Recordable Rates for the last 3 years: _____ _____ _____

14. List the percentage of employee-hours worked last year in your industry-type: _____

Appendix A: Contractor Qualification Form

QUESTIONS (Continued)

15. What are the major loss sources for your organization and what controls have you implemented to address them? List workers' compensation, auto, and general liability claims against your organization and the controls for each using the outline below.

Loss Sources   Controls

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Appendix A: Contractor Qualification Form

QUESTIONS (Continued)

16. **Does** your Safety Program include written procedures and employee training on the following?

Category	There is written procedure	There is training	N/A
Personal protective equipment (PPE)	☐	☐	☐
Hazard assessment process	☐	☐	☐
Pre-hire background checks	☐	☐	☐
Subcontractor audits and a shared space safety plan	☐	☐	☐
Certificate of insurance (COI) tracking	☐	☐	☐
Respiratory protection	☐	☐	☐
Fall protection, including perimeter and openings guarding and a competent person onsite	☐	☐	☐
Ladder safety	☐	☐	☐
Scaffolding and person-lift safety, including having a competent person onsite	☐	☐	☐
A clear statement that the goal of the safety program is prevention and not just compliance	☐	☐	☐
Housekeeping for work areas, walkways, and stairs	☐	☐	☐
Fire protection	☐	☐	☐
First aid facilities and first aid staff onsite	☐	☐	☐
Emergency preparedness (e.g., for weather or chemical spills)	☐	☐	☐
Hazard communication program, including training and labeling	☐	☐	☐
Trenching, shoring, and excavation safety, including having a competent person onsite	☐	☐	☐
Public protection, controlled access, traffic flow, barricades and flagging, and attractive nuisance control	☐	☐	☐
Electrical safety and ground assurance	☐	☐	☐
Rigging and crane certification	☐	☐	☐
Confined space entry	☐	☐	☐
Process safety	☐	☐	☐
Category	There is written procedure	There is training	N/A

Appendix A: Contractor Qualification Form

Spill prevention, containment, drainage control, and physical protection of tanks and containers	☐	☐	☐
Hot work permits	☐	☐	☐
Pre-hire (and random) drug and alcohol screens	☐	☐	☐
Utility location procedures	☐	☐	☐
Machinery training	☐	☐	☐
Authorization for machinery use program	☐	☐	☐
Machinery preventive maintenance	☐	☐	☐
Flammable and combustible material storage and handling	☐	☐	☐
Pre-demolition hazard assessment (testing for asbestos, lead, cadmium, etc.)	☐	☐	☐
Safety and health plan based on pre-demolition hazard assessment	☐	☐	☐
Blasting controls	☐	☐	☐
An operation start-up safety audit	☐	☐	☐
ISO compliance, including a quality plan to assure that supplied materials are of known and consistent composition	☐	☐	☐
A hold harmless agreement to transfer risk to the contractor	☐	☐	☐
Secured site access and security in place	☐	☐	☐
Controlled construction debris	☐	☐	☐
Sufficient lighting	☐	☐	☐
Communication and coordination with local neighbors, police, and fire departments	☐	☐	☐
Safety committee program	☐	☐	☐
Ergonomics and body mechanics training and daily required stretching program	☐	☐	☐
Job safety analyses and safety observations completed for all positions and tasks	☐	☐	☐
Lock-out program	☐	☐	☐

Note to Project Manager: Assess whether N/A responses are appropriate based on the type of activity the contractor is to perform.

Appendix A: Contractor Qualification Form

QUESTIONS (Continued)

17. Does your organization use job hazard analyses (JHAs) to communicate hazards and protective measures and to hold people accountable?   ☐ Yes ☐ No

18. Are investigations done for all incidents and near misses and not just for incidents?   ☐ Yes ☐ No

19. Are completed Incident Reports sent to:

    - President/Owner   ☐ Yes ☐ No

    - Vice President/Operations Management   ☐ Yes ☐ No

    - Foreman/Superintendent   ☐ Yes ☐ No

20. Do the Incident Reports describe and report results by respective line and department management?   ☐ Yes ☐ No

21. Is there a Behavioral Based Safety Observation program, or at least on-site supervisory observations, in place which include safety coaching?   ☐ Yes ☐ No

    How are these safety observations documented? _____

22. Are the respective line and department management held accountable with the following methods?

    - Monthly safety performance evaluations in writing   ☐ Yes ☐ No

    - Written disciplinary procedure that references safety performance   ☐ Yes ☐ No

    - All levels of employees including upper management are included in the disciplinary process   ☐ Yes ☐ No

    - A Safety Incentive Program that includes safety behavior for employees and management   ☐ Yes ☐ No

23. Has anyone ever been held accountable for unsafe behavior using the following methods?

    - Employee written notice   ☐ Yes ☐ No

    - Management written notice   ☐ Yes ☐ No

    - Employee termination   ☐ Yes ☐ No

    - Management termination   ☐ Yes ☐ No