

SAFE PRACTICES FOR OUTSIDE CONTRACTORS

1300

I. PROCEDURE

Protection of Work and Property

- A. Contractor shall protect all work and property from damage or loss. Should work be temporarily suspended, contractor shall take necessary steps to protect property and equipment from the elements, fire and vandalism. Contractor shall take precautions to protect the public and workers from injury.
- B. It is the intent of the drawings and specifications that all work is to be performed in a safe manner. Any omission in plans and specifications to ensure a safe, workmanlike job shall not excuse contractor from doing the necessary work to produce such a job and shall not be used to justify a demand for additional compensation.

II. SAFETY REQUIREMENTS

- A. All federal, state and local safety laws and regulations shall be closely followed including inspection and certification of equipment, where required.
- B. Before starting any work, Contractor must obtain from Owner any specific instructions concerning operating hazards and applicable safety regulations. Meetings may be held with all concerned to outline the necessary job procedures and Owner's policy. The contractor shall be required to safeguard against all hazards that may be created as a result of their work at the completion of the job.
- C. Owner's supervision in the area where work is being performed shall be notified of contractor's activity schedule for each day.
- D. Travel on Jobsites
 - 1. Vehicles can enter only by permission. Permission is based on need to load or unload equipment or materials. Safe speed limit must be observed.
 - 2. Use only prescribed walkways, crossovers or roadways.
 - 3. Do not walk through or enter areas of the structures/building(s) except those areas in which work is being performed unless necessary to accomplish Contractor's work.

4. Contractor's employees using work vehicles shall observe posted speed at all times, have vehicle head lights on, stay alert for pedestrians and stay out of restricted driving areas.
5. Obey all warning signs.
6. Observe all rules with respect to smoking and the use of personal protective equipment.

E. Moving Machinery & Mobile Equipment (where applicable)

1. Stop, look and listen before crossing roads where there may be moving equipment.
2. All trailers must be chocked while loading or unloading.
3. When equipment is not in use, it must be positioned where it will not block roads, walkways or temporary passageways. All equipment not in use must be secured so as to prevent movement or operation.
4. If mobile equipment is being used in an area where company workers or the public could be endangered, the area shall be barricaded during operation to protect pedestrians.
5. All contractor industrial mobile equipment must be equipped with backup alarms meeting the requirements of the Federal Safety and Health Act.
6. Contractors employees must have authorization to use equipment, tools or material belonging to the owner.

III. LOCKOUTS

- A. Contractor's employees shall comply with Lock Out/Tag Out procedures and comply with OSHA/MIOSHA regulations.
- B. Contractor shall know the sources of energy in areas where work will be performed.
- C. When work is to be performed on machinery or equipment that can be placed in operation, lockout procedures shall be followed.
- D. When there is a necessity for trouble shooting purposes to work on "live" electrical equipment, the work must be performed by a qualified and adequately trained person.

IV. PERSONAL PROTECTIVE EQUIPMENT

- A. Personal protective equipment shall be worn by contractor's employees as required and shall be furnished by Contractor.
- B. Safety glasses with ANSI approved side shields are required when applicable.
- C. Hearing protection shall be worn in high noise areas where noise exceeds 85 DBA.

V. HOUSEKEEPING

- A. Good housekeeping must be maintained at all times. Materials must be stacked in a stable and orderly manner. Debris, rubble and garbage must be regularly removed. Contractor's job is not complete until all debris and unused materials have been removed from job site and properly disposed of.
- B. Since most of Owner's raw materials, work in process and finished goods are combustible, Contractor must take extra precaution to avoid the potential for a fire. Removal of scrap and careful storage of materials is important to protect facilities and employees.

VI. TREATMENT OF INJURED

Contractor shall provide for treatment of its sick or injured employees. Cases involving injury such as serious bleeding, fractures, etc. may be given treatment at dispensaries or first aid stations to the extent possible.

VII. SAFETY TRAINING

- A. Regular safety briefings, safety supervision and observations are to be held by and for Contractor's employees.
- B. Safety briefings will be held to call attention to specific safety requirements necessary for the completion of Contractor's work.

VIII. REPORTING ACCIDENTS

- A. All injuries/accidents shall be reported to your supervisor and the company immediately.
- B. When accidents occur that require a formal report on personal injury, death or property damage, a copy of this report is to be submitted to Owner.
- C. In event of a fatality or an accident involving (3) or more employees who are hospitalized, Contractor is obligated to advise the MIOSHA area office within 48

hours.

D. Be alert for unsafe conditions. If observed, notify responsible supervisor.

IX. CRANE, CRANE RUNWAYS (where applicable)

A. Before performing any work on or near cranes or crane runways, Contractor must first make arrangements with Project Coordinator. Contractor shall conform to crane safety rules. **Contractor shall not use any cranes or hoists without the express written permission of the owner where applicable.**

X. FIRE PREVENTION

Contractor shall observe Owner's fire prevention and control regulations at the location where the work is to be performed taking specific cognizance of the following:

- A. Temporary buildings or construction trailers erected or placed on Owner's property by Contractor shall be of fire retardant materials and shall be located and erected only after approval by Owner.
- B. Heating facilities for construction trailers or buildings shall be operated by fuels approved by Owner and shall be acceptable to the insurance carrier and Owner.
- C. Facilities used for providing heat for outdoor area shall be properly safeguarded and fuels (preferably propane or oil) shall be acceptable to Owner. Salamanders shall be kept at least 25 feet from combustible materials.
- D. Approved closed metal containers shall be used for storing and handling flammable liquids. Containers shall be equipped with relief venting, adequate grounding and approved flame arrestors at the vent and pouring spout. Containers shall be identified with markings indicating the contents. Containers larger than 5 gallons shall not be stored inside offices, stock rooms or similar enclosures.
- E. When work is to be done in critical fire hazard area, a special fire prevention meeting shall be held with Owner to familiarize Contractor with the potential hazards and the precautions that must be taken.
- H. Procedure for summoning outside help to control fires shall be established by agreement between Contractor and Owner. (Emergency, dial 911)

XI. BURNING AND WELDING EQUIPMENT

- A. Burning and welding shall not be done at any place on the facility by Contractor until location where the work is being done is approved by Owner and a welding burning permit has been issued.
- B. Adequate measures shall be taken before burning or welding operations begin such as removal of combustibles, providing a fire watch and making adequate fire-fighting equipment available.
- C. Oxygen, propane and gas cylinders shall be returned to the storage area after use. They shall not be scattered about the premises. Protective caps shall be replaced over cylinder valves when being transported and when the cylinders are not in use.
- D. Acetylene or liquid gas cylinders shall never be used in a horizontal position as the liquid may be forced out through the hose. Cylinders shall be kept in upright position and secured at all times.
- E. Oxygen and gas cylinders when not in carriers shall be chained in an upright position at least 20 feet apart.

XII. HAZARDOUS MATERIALS, CHEMICALS AND SOLVENTS

- A. Carbon tetrachloride and benzene-based agents shall not be used. All chemicals entering jobsites must be pre-approved prior to work being performed; further, all chemicals must be removed when work is complete.
- B. Asbestos-free insulation shall be used to avoid asbestos exposure to Contractor's and Owner's employees. If old asbestos must be removed, Contractor shall follow federal/state OSHA, Public Health and EPA rules.

XIII. ROOFS AND OVERHEAD WORK

- A. Before work is performed on an occupied roof. Owner shall be notified.
- B. No material shall be thrown or dropped from roofs unless permission has been granted by owner and properly demarcated.
- C. When performing overhead work, Contractor shall take adequate measures to protect workers in the area. Warning signs shall be conspicuously posted. If conditions justify a watchman, he/she shall be stationed to warn persons in the vicinity.
- D. All work requiring the use of portable ladders shall be in compliance with

Contractor Authorization to Begin Safe Work

Contractor Company Name: _____

Attended Safe Work Practices Meeting on: ____ / ____ / ____

Name of Contractor Representative Attending: _____

Signature of Contractor Representative Attending: _____

I hereby certify that the above individual attended a meeting on safe work practices at GTC and that the GTC contractor safety overview was distributed. The contractor is therefore authorized to begin safe work at the GTC jobsite.

Signed: _____
GTC Representative