**1.0 PURPOSE**

The purpose of this procedure is to acquaint XXXXX personnel with the responsibilities and requirements associated with the safety and health programs of contractors working on XXXXX property. This procedure applies to all XXXXX personnel who procure the services of contractors to perform work on XXXXX properties. The attachment to this procedure, *Contractor Agreement*, applies to all contractors working on XXXXX property.

**2.0 DEFINITIONS**

XXXXX Project Coordinator - The XXXXX employee designated as being responsible for the activities of the contractor.

Contractor - Companies or individuals contracted to perform work on XXXXX property, but not included under the XXXXX organizational structure.

Contractor Employees - Individuals who are not directly employed by XXXXX but are employed for the activities of contractors or sub-contractors.

Sub-contractors - Contractors hired by and responsible to prime contractors for all activities.

**3.0 REQUIREMENTS**

3.1 General

3.1.1 To protect XXXXX employees and contractor/vendor employees, this policy and procedure must be supplied to each contractor and it must be explained that the requirements of this Policy are mandatory. Should a contractor or vendor fail to adhere to this Policy, the safety coordinator and/or the XXXXX Project Coordinator or any member of plant management may stop all work and take an action appropriate to ensure the safety of XXXXX employees and others on the property. That action can range from correction of the situation to termination of the contractor's services, depending on the severity of the infraction.

3.1.2 Contractor(s) shall comply with the requirements of the *Contractor Agreement* (Attached) in the performance of work. These requirements shall also fully apply to all the contractor’s subcontractors and their employees.

3.1.3 During the selection process of contractor companies to perform work on XXXXX properties, consideration will be given to the contractor’s previous safety performance and accident prevention program.

3.2 Responsibilities

3.2.1 The XXXXX Project Coordinator is responsible for the following activities:

3.2.1.1 Acquainting himself with the requirements contained in the *Contractor Agreement* document.

3.2.1.2 Evaluating a potential contractor’s commitment to safety and previous safety performance prior to awarding a contract. For contracts less than $500,000 this evaluation and acceptance of a contractor is at the sole discretion of the XXXXX Project Coordinator and is based on his previous experience with the contractor, general discussions with the contractor, and the scope of the work to be performed.

3.2.1.3 Consulting with the Human Resources Manager and/or the Health and Safety Advisor on all projects with an estimated contract value of $500,000 or greater to determine the safety and health criteria which must be satisfied by potential contractor(s) prior to the award of the contract.

3.2.1.4 Consulting with the Human Resources Manager and/or the Health and Safety Advisor to determine the safety and health criteria which must be satisfied prior to the award of contracts which involve highly hazardous task (i.e., working from elevated heights, working with explosives, working in confined spaces) regardless of the estimated value of the contract.

3.2.1.5 Prior to commencement of work, facilitate a safety briefing with representatives of contractor supervision and ensure that the contractor receives and understands the information provided in the *Contractor Agreement* document. An understanding and acceptance of the XXXXX *Contractor Agreement* shall be indicated by signatures of the authorized contractor representative and the XXXXX Project Coordinator on the cover page of the document. Documented acceptance of the *Contractor Agreement* must be in place prior to the contractor starting work on XXXXX property.

3.2.1.6 Inform contractors of potential process hazards associated with the XXXXX facilities near and where the work is being performed, applicable facility safety rules, and emergency response provisions. Identify any potential fire, explosive, or toxic hazards that may be encountered during the contractors work on XXXXX property.

3.2.1.7 Ensure all special work permits (i.e., hot work) for contractor activity within the work area have been approved and issued.

3.2.1.8 As necessary, request and review documentation to confirm that contractor on-site supervision, sub-contractor, and contract employees are trained in the work practices necessary to safely perform their jobs.

3.2.1.9 Monitor the actions of contractor’s employees to evaluate if tasks are being performed in a safe manner. Hold contractors accountable for their employee compliance with facility safety requirements. The XXXXX Project Coordinator has the authority and responsibility to stop the contractor’s work if safety practices/policies are not being followed.

1. Inform contractors of the XXXXX Lockout/Tagout Program and the location and availability of Material Safety Data Sheets (MSDS). Similar information on the contractors Lockout/Tagout Program and hazardous material which are to be brought on site shall also be obtained by the XXXXX Project Coordinator and disseminated to other applicable XXXXX personnel.

**4.0 RECORDS**

4.1 *Contractor Agreement* signature page shall be maintained by the XXXXX Project Coordinator, and a copy shall be forwarded to the Plant Human Resources Manager. All records shall be maintained for a minimum of 2 years.

4.2 The *Contractor Agreement* signature page does not need to be resigned each time contractor is to perform work on XXXXX property. However, it must be reissued and resigned by the contractor and the XXXXX Project Coordinator within a 12-month period of the original issue date.

4.3 Contractor’s Proof of Insurance in the amount of $1,000,000 shall be required and maintained in accordance with other XXXXX policies.

4.4 Contractor’s WCB Clearance Certificate, updated every 60 days.

4.5 Proof that the Contractor has satisfied the requirements of the COR requirement if applicable.

4.6 Contractor’s Receipt of Employee Guide to on-the-Job Safety. This Guide is issued on a yearly basis and must be resigned by the contractor when new editions are issued.

4.7 XXXXX will review a Safety Audit on the Contractor prior to allowing work to begin on XXXXX property. If a safety audit has not been performed on the Contractor, the Contractor will agree to have XXXXX perform one at start up or shortly thereafter.

**5.0 ATTACHMENTS**

5.1 *Contractor Agreement*