

CONTRACTOR SAFETY PROGRAM

1.0 Purpose & Scope

The purpose of this procedure is to outline Marshall Municipal Utilities (MMU) Contractor Safety program. This procedure establishes the minimum requirements for all contractors and subcontractors working for MMU.

2.0 Definitions

For purposes of clarification and ease of usage, the following definitions have been included under the definitions section of this procedure. For all other definitions; refer to other MMU Safety policies.

Contractor – This definition includes all employees of contracted company as well as any subcontractors used by the main contracted company.

Hazard and Higher Risk Operations – Work that has a high risk of resulting in a serious employee exposure, injury or death, or an environmental violation.

Hazard risk operations include, but are not limited to the following:

- Asbestos Abatement
- Construction Work (including parking lot or roof repair)
- Crane and/or Hoist Operations
- Demolition Work
- Disturbing Asbestos or other fibrous material
- Excavation Work
- Installation or Removal of Equipment or Machinery
- HVAC Work (involving Freon)
- Plumbing Work (involving major piping breaks or disruptions)
- Scaffold Erection
- Welding Operations
- Working on Lead-Containing Materials

Higher risk operations are those identified and addressed in site-specific appendices, including but not limited to the following:

- Confined Space Entry
- Fall Protection/Elevated Work Surfaces including Ladder Safety
- Electrical Safety
- Open Flame Hot Work
- Lockout/Tagout (LOTO)
- Radiation Health & Safety
- Thermal Spray

Level I Contractor Worker(s) – Every regular, temporary, or part-time contractor, including subcontractors, contracted by MMU that **has the potential to perform a hazard risk or higher risk operation**. This distinction is based on the contractor's job scope, not the size of the contract company.

Level II Contractor Worker(s) – Every regular, temporary, or part-time contractor, including subcontractors, contracted by MMU that **does not have the potential to perform a hazard risk or higher risk operation**, but will, in the course of their job scope, routinely enter, unescorted and/or conduct work in (on) MMU work-sites or facilities or MMU customer sites . Examples of

Level II contractor workers are fire extinguisher inspectors, Environment, Health and Safety (EHS) consultants performing site audits or inspections, and other low hazard service providers.

3.0 Procedure

3.1 Contractor Review and Selection

- 3.1.1 Contractors shall complete applicable sections as specified below, and provide any additional information in order to be evaluated for approval by MMU personnel. Signature on [Appendix A](#) or similar certifies that contractors will adhere to all applicable regulations and this procedure.
- **LEVEL I – Complete Sections I – VIII.**
 - **LEVEL II – Complete Sections I, II, IV, V, VII, VIII**
- 3.1.2 Marshall Municipal Utilities shall include the ‘Contractor Environment, Health and Safety Qualification Form’ ([Appendix A](#) or similar), along with a copy of this procedure (including [Appendix B](#) and C or similar) for any work to be performed at MMU sites or at customer sites when under contract to MMU.
- 3.1.3 **Level I** contractors, who will be performing work that will require a LOTO, involve electrical work, or entrance into a confined space may be required to provide proof of training (i.e. a copy of the corresponding training certificate) for all workers who will be performing that work. The documentation must indicate that the training provided meets all requirements under the applicable standards.
- 3.1.4 All contractor companies that have no more than ten employees (at any time during the calendar year) do not need to submit specific documentation, as identified on the qualification form. They do, however, still need to complete the form and be pre-qualified prior to performing work at MMU sites or MMU customer sites.
- 3.1.5 On rare occasions, when a site emergency exists, the MMU site may use a contractor who has not been pre-qualified. The **Responsible Director** must contact the MMU **EHS Representative** to verbally notify them whenever this provision is enacted. If this is only a one-time occurrence, no additional action is required. If this is a re-occurring event, the responsible director must submit a pre-qualification package in order to get that contractor qualified through the standard process.
- 3.1.6 The ‘Contractor Environment, Health and Safety Qualification Form’ and additional submittals will be reviewed by the Responsible Director, and/or the EHS Representative as part of the selection process to evaluate the safety qualifications of the contractor.
- 3.1.7 Only pre-qualified and approved contractors can perform work for MMU, either at an MMU facility or at an MMU field site.
- 3.1.8 All qualified contractors’ programs and EHS information must be reviewed at the frequency specified below to re-qualify themselves as Approved Contractors.
- **LEVEL I – Every year**
 - **LEVEL II – Every 3 years**

- 3.1.9 **Level I** contractors with a poor safety record (i.e. above the industry injury and illness average for their SIC, EMR > 1.1) or inadequate safety programs may be disqualified from the bidding process or required to upgrade their programs in order to qualify.

Level I contractors with acceptable health and safety submittals will be approved as qualified to proceed in the selection process. For Level I contractors with less than 10 employees, evaluate contractor responses to [Appendix A](#), Section IV. Work Related Accident Information, and follow-up for additional information as applicable.

- 3.1.10 Any contractor for any public body for purposes of construction of public works and any subcontractor to such contractor shall provide certification of attendance at a **ten-hour** Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the department which is at least as stringent as an approved OSHA program, unless such employees have previously completed the required program. All employees who have not previously completed the program are required to complete the program within sixty days of beginning work on such construction project. Please include copies of certification with qualification package.
- 3.1.11 Upon award of the contract, the contractor will then supply MMU with any additional requested documentation as indicated on the 'Contractor Environment, Health and Safety Qualification Form' (i.e. SDS, Certificate of Insurance, ten-hour construction safety, etc.).
- 3.1.12 In addition, contractors must also follow MMU customer specific requirements including but not limited to high-risk operations, chemical management, etc.

3.2 Contractor Pre-Job Requirements

- 3.2.1 Each contractor is required to meet all the conditions found in the applicable Appendices. By signing the qualification form ([Appendix A](#)), they shall ensure that all of their current employees (and any employees hired in the future) that will work at a MMU site follow these requirements. Failure to comply with these rules can result in immediate removal from the MMU site or disqualification from future bids. Contractors' requirements are provided by the following Appendices:
- **LEVEL I** – [Appendix B](#) and [Appendix C](#) or similar
- 3.2.2 At check-in, all contractor workers must review the applicable MMU site safety orientation information. Additionally, these contractor workers must sign the EHS rules, ([Appendix C](#) or similar) attesting to their understanding and adherence to these rules. MMU sites may add to these rules to include site-specific requirements, such as parking instructions. However, MMU site-specific contractor EHS rules must be at least as stringent as those included in this procedure.
- 3.2.3 After the EHS rules have been signed and the safety orientation completed, the contract worker is considered 'qualified' to perform work at that MMU site. This qualification is valid for one year.

- 3.2.4 For high-risk work activities, a risk assessment must be performed. The risk assessment must be reviewed whenever there is a change in the scope of work.
- 3.2.5 Upon qualification expiration, the contractor worker must again review and sign the EHS rules and participate in the current contractor safety orientation program. A system (i.e. file system, spreadsheet or database) should be used to track the contractor's submitted training documentation and each contractor worker's review of the contractor EHS rules and safety orientation. The method of tracking contractor orientation and approval is identified on the site-specific information ([Appendix F](#) or similar).
- 3.2.6 All contractors will be assigned an MMU site representative. The MMU site representative will conduct a pre-job safety meeting with the contractor employees or supervisor prior to the start of work activities to ensure compliance with this procedure and coordination with site activities. The types of EHS topics that the MMU site representative and contractor shall discuss, as applicable, are in [Appendix G](#) or similar: "**Pre-Job Briefing Points**".
- 3.2.7 The **Level I** contractor supervisor must report to the MMU site representative on a daily basis. If additional Level I contractor workers arrive at the MMU site at a later time, these workers must report to the MMU site representative, or designee, and review the appropriate contractor safety materials.

3.3 Contractor Inspections, Oversight, and Disciplinary Actions

- 3.3.1 The MMU site representative, or designee, will monitor all **Level I** contractor worker's performance through inspections and document such using the "Contractor Health and Safety Inspection Checklist" ([Appendix D](#) or similar). Inspections should be conducted as soon as practical after each contractor's initial arrival at the site.
- 3.3.2 If a **Level I** Contractor is at the MMU site consecutively for one week or longer in duration, the following requirements shall apply to the contractor:
- They shall perform safety meetings with their own employees at least weekly. Should a safety concern be raised, the contractor shall address it immediately. The contractor shall record safety meeting information (agenda and attendees) and provide a copy of this information to the MMU site representative.
 - They shall also perform safety inspections, at least weekly, of the company's contractor workers' activities. Contractors may use their own inspection checklist or opt to use the 'Contractor Health and Safety Inspection Checklist' ([Appendix D](#) or similar). A copy of the documented inspection shall be given to the MMU site representative the same day the inspection was performed. Any discrepancies and assigned corrective actions must be indicated on the checklist. The MMU site representative will follow up to ensure that all corrective actions have been implemented.
- 3.3.3 Should a safety concern be identified by any contractor, the employee or his supervisor must address it immediately.

- 3.3.4 Violations of the contractor EHS rules observed by the MMU site representative or another employee will be documented on the 'Contractor Health and Safety Infraction Notice' ([Appendix E](#) or similar). The notice will be completed by the MMU site representative and reviewed with the contractor's supervisor.
- 3.3.5 Safety infractions will be re-evaluated to verify completion of corrective action(s). Any blatant disregard for health and safety issues or repeated violations will require disciplinary action. Disciplinary action may include contractor dismissal or work stoppage at cost to the contracted firm.
- 3.3.6 If there is a dispute about an infraction, the matter will be settled at the Responsible Director's discretion.
- 3.3.7 The Department Director, Safety Specialist, Environmental Director or designee, may bar or remove from the MMU site any contractor worker who violates any provision of this procedure, or who otherwise engages in conduct which is likely to cause an EHS incident.
- 3.3.8 The contractor shall not re-assign any barred or removed contractor worker to perform work at the MMU site without the express, advance approval of the Responsible Director, or designee.
- 3.3.9 Nothing contained herein shall make MMU or their employees or other subcontractors; a joint or co-employer of any contractor worker.
- 3.3.10 Contractor shall be solely responsible for discipline of contractor workers.

3.4 Contractor Illness, Injury or Accident

- 3.4.1 The contractor supervisor is responsible for reporting all EHS incidents (including any work-related injury/illness or near miss) to the MMU site representative and/or Site EHS Representative as soon as they become known.
- 3.4.2 After reporting the incident to the MMU site representative and/or EHS Representative, the contractor supervisor shall follow their own incident reporting and investigation procedures. At the completion of the investigation, a copy of the report and investigation shall be provided to the MMU site representative and/or EHS representative.
- 3.4.3 If the incident is a near miss, the MMU site representative must be notified immediately to determine if any further actions are needed.

3.5 Delivery Persons

- 3.5.1 Delivery Persons, whose purpose is to deliver equipment for repair, pick-up equipment that has been repaired, or other large items to be shipped, need not sign in and out of the site, review the safety orientation material, or sign the EHS rules.
- 3.5.2 Truck drivers must adhere to all site EHS rules. They will be made aware of the EHS rules via a posting near the entrance to the MMU site. If requested, a copy of the rules will be available for all truck drivers.

- 3.5.3 Truck drivers that will use a ladder for their task must inform their MMU site representative, and the MMU site representative may assign an MMU employee for assistance.
- 3.5.4 Truck drivers must wear proper PPE in required areas. Truck drivers should remain in the area of their truck.

3.6 Visitors/Vendors

- 3.6.1 All visitors/vendors (not designated as a current Level I or II contractor or delivery person) must check in and out of the MMU site (If Applicable) and adhere to all site EHS rules. They will be made aware of the EHS rules via a posting or equivalent near where they enter the MMU site.
- 3.6.2 Visitors are not required to sign the EHS rules ([Appendix C](#) or similar) if they will be escorted at all times by an MMU employee, or will remain within office areas for the duration of their visit. They are required to sign the rules and view the safety orientation information if they are going to enter operation or worksite areas unescorted.
- 3.6.3 Visitors may be required to wear PPE such as safety glasses with side shields safety shoes, and earplugs in required areas.

3.7 Recordkeeping

When generated, the following contractor safety records shall be maintained for each contractor for three years:

- Completed 'Contractor Health and Safety Qualification Form' and attachments ([Appendix A](#))
- Signed 'Contractor and Visitor Environmental, Health & Safety Rules' ([Appendix C](#) or similar)
- Completed 'Contractor Health and Safety Inspection Checklist(s)' ([Appendix D](#) or similar)
- Records of Weekly Safety Meetings
- 'Contractor Health and Safety Infraction Notice(s)', if necessary ([Appendix E](#) or similar)
- All incident forms and supporting documentation, if necessary
- All LOTO and confined space entry documentation, if applicable

- 3.7.1 Contractor approval information and training documentation shall be kept up to date and maintained in a centralized location, which is identified on the site-specific information ([Appendix F](#) or similar).
- 3.7.2 Additional site-specific information and details are also documented on [Appendix F](#). This site-specific information can, in no way, make this procedure less stringent.

4.0 Training

- 4.1 Each contractor will be required to review the applicable 'MMU Site-Specific Contractor Safety Orientation' and sign the EHS rules, [Appendix C](#) or similar.
- 4.2 Each contractor will be required to provide certification attesting to the fact that his/her employees have been trained on the applicable regulatory standards, along with the

hazards inherent to the nature of their work performed on-site, as per Section 3.1 of this procedure.

- 4.3 All MMU site representatives, EHS Representatives and Responsible Managers must be trained on the details of this procedure.

5.0 Auditing

- 5.1 MMU will conduct an annual audit of the contractor safety program by conducting a review of this procedure, all associated documentations and each contractor used by MMU.

6.0 Responsibilities

- 6.1 **Responsible Manager/Department Director** shall:

- 6.1.1 Ensure the implementation of this Contractor Safety program,
- 6.1.2 Designate an MMU site representative for each contractor that comes on site, and
- 6.1.3 Settle any contractor infraction disputes.

- 6.2 **MMU site representatives** shall:

- 6.2.1 Evaluate the safety qualifications of contractors assigned to them as part of the contractor selection process,

Ensure that all contractor workers assigned to them have reviewed, understand and acknowledge their understanding of the following:

- Contractor Environmental, Health and Safety Rules ([Appendix A](#)), Level I Contractor / Visitor Environmental, Health and Safety Rules ([Appendix B](#) or similar),
- Applicable EHS procedures for the work they will be performing,
- Applicable sections of the site's 'Emergency Response and Contingency Plan and-
- Level II Contractor/Visitor Environmental, Health and Safety Rules ([Appendix C](#) or similar).

- 6.2.2 Act as the main point of contact and monitor the contractor(s) assigned to them,
- 6.2.3 Conduct a pre-job safety meeting with the contractor or their supervisor(s) assigned to them prior to the contractor(s) performing work and obtaining documentation that all contractor workers are qualified for the tasks to be executed, and
- 6.2.4 Conduct weekly Level I contractor EHS inspections, if contractor will be working consecutively longer than a week, of those contractor workers assigned to them and document any discrepancies using the 'Contractor Health and Safety Inspection Checklist' ([Appendix D](#) or similar).

- 6.3 **Contract Company** shall:
- 6.3.1 Assign qualified contractor supervisor(s) and competent people for all work activities, and
 - 6.3.2 Supply MMU with a copy of their company written health and safety plan, a HAZCOM program, and any other requested documentation for Level I activities.
- 6.4 **Contractor Supervisors** shall:
- 6.4.1 Carry out all activities safely, maintain a safe and healthy work environment, and ensure compliance with all applicable laws and this procedure;
 - 6.4.2 Verify that all contractor workers are qualified for the tasks to be executed;
 - 6.4.3 Ensure that each contractor worker is trained to the OSHA or international standard and procedures applicable to the work that is to be performed at the site;
 - 6.4.4 Ensure that each contractor worker adheres to all of the contractor EHS rules and site procedures;
 - 6.4.5 Identify, communicate to MMU personnel, and implement all additional control measures required to fully comply with laws or as needed to protect personnel against potential work-related hazards that may not be addressed in this procedure;
 - 6.4.6 Report all injuries, illnesses, EHS incidents and near misses immediately to the MMU site representative; and
 - 6.4.7 Conduct safety meetings at least weekly for their employees on jobs lasting more than one uninterrupted week.
- 6.5 **Contractor Workers** shall:
- 6.5.1 Comply with all local, state, and federal EHS laws and regulations, and
 - 6.5.2 Comply with all applicable MMU contractor EHS rules while on-site.
- 6.6 **Safety Specialist** shall:
- 6.6.1 Evaluate the safety qualifications of Level I, and II contractors as part of the contractor selection process;
 - 6.6.2 Complete the site-specific information in [Appendix F](#) or similar, and
 - 6.6.3 Review and update the site-specific information in [Appendix F](#) or similar annually.
- 6.7 **All Employees** shall:
- 6.7.1 Ensure that any deviation by any contractor worker from site procedures or the contractor EHS rules is promptly reported to the EHS Representative and/or MMU site representative.

7.0 References

7.1 OSHA Regulations:

- 7.1.1 29 CFR 1910.28 Scaffolding
- 7.1.2 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
- 7.1.3 29 CFR 1910.132–140 Personal Protective Equipment
- 7.1.4 29 CFR 1910.146 Permit-required Confined Space
- 7.1.5 29 CFR 1910.147 Control of Hazardous Energy (Lockout / Tagout)
- 7.1.6 29 CFR 1910.155-164 Fire Protection
- 7.1.7 29 CFR 1910.179 Overhead and Gantry Cranes
- 7.1.8 29 CFR 1910.180 Crawler, Locomotive and Truck Cranes
- 7.1.9 29 CFR 1910.269 Electric Power Generation, Transmission, and Distribution
- 7.1.10 29 CFR 1910.333 Electrical Safety
- 7.1.11 26 CFR 1910.451 Scaffolding
- 7.1.12 29 CFR 1910.1001 Asbestos
- 7.1.13 29 CFR 1910.1200 Hazard Communication
- 7.1.14 29 CFR 1926 OSHA Construction

7.2 ANSI Standards:

- 7.2.1 ANSI Z41 – 1991 Protective Footwear
- 7.2.2 ANSI Z87.1 – 1989 Eye and Face Protection
- 7.2.3 ANSI Z89.1 – 1969, Z89.2 – 1971 Protective Headgear for Industrial Workers

8.0 Appendices

- 8.1 [Appendix A](#): Contractor Environment, Health and Safety Qualification Form
- 8.2 [Appendix B](#): Level I Contractor Environment, Health and Safety Rules
- 8.3 [Appendix C](#): Contractor and Visitor Environment, Health and Safety Rules
- 8.4 [Appendix D](#): Level I Contractor Health and Safety Inspection Checklist
- 8.5 [Appendix E](#): Contractor Health and Safety Infraction Notice
- 8.6 [Appendix F](#): Site-Specific Contractor Safety Information (*to be completed by Safety Specialist*)
- 8.7 [Appendix G](#): Pre-Job Briefing Points
- 8.8 [Appendix H](#): Contractor Safety Flowchart

APPENDIX A

Contractor Environment, Health & Safety Qualification Form

- () Level I Contractor to Complete Sections I – VIII
- () Level II to Complete Sections I, II, IV, V, VII, VIII

I. Contractor Company Name:		SIC#:	
Address:		Contact Name:	
Phone:		Fax:	
Number of Employees			

II. Insurance / Workers Compensation - All contractors must complete the following questions			
Insurance Agent/Carrier:		Contact Name:	
Address:		Phone:	
Insurance Coverage (\$ amt):			
Workers Compensation Carrier:		Contact Name:	
Address:		Phone:	
Contractor Acknowledgement that Certificate of Insurance for Workers Comp is attached:			

III. Accidents and Injuries	Year	Rate
Injury and Illness Rate for the past 3 years*: $[(injury + illness\ cases) \times (200,000\ hrs.)] / (total\ hrs.\ worked)$		
Lost Workday Case Rate for the past 3 years*: $[(lost\ workday\ cases) \times (200,000\ hrs.)] / (total\ hrs.\ worked)$		
Experience Modification Rate (EMR) for the past 3 years*:		

* Do not need to complete this information if your company has less than 10 employees (i.e. meets the 'small employer exemption')

IV. Work Related Accident Information - All contractors must complete the following questions	
Has there been a work-related death or multiple hospitalizations within the past five (5) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company received a citation from a regulatory agency within the past five (5) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to either question, explain:	

V. Additional Required Information - All contractors must complete the following questions	
Wastes to be generated:	<input type="checkbox"/> Oil <input type="checkbox"/> Oily Debris <input type="checkbox"/> Solvents <input type="checkbox"/> Paint <input type="checkbox"/> Other(s)
Estimated Quantities of Wastes	
Contractor Work to generate:	<input type="checkbox"/> Noise >85 dB <input type="checkbox"/> Chemical Exposure, specify _____ <input type="checkbox"/> Excessive Dust <input type="checkbox"/> Fugitive Emissions, specify _____ <input type="checkbox"/> Other _____
Subcontractors to be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list names:

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VI. Contractor Safety Training			
Does the firm have a safety orientation program for new hires? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, who conducts the orientation? _____			
If yes, does this include instruction on the following?			
	YES	NO	COMMENTS
Head Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scaffold Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Confined Space Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
First Aid Facilities	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Procedures (Medical, Fire & Spills)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excavation Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signs, Barricades, Signals & Flagging	<input type="checkbox"/>	<input type="checkbox"/>	_____
Energy Control - Lockout/Tagout	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rigging and Crane Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does the firm have a training program for newly hired or promoted Field Supervisors? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, does it include instruction on the following?			
	YES	NO	COMMENTS
Safety Work Practices	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safety Supervision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toolbox Meetings	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Procedures (Medical, Fire & Spills)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accident Investigation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection & Prevention	<input type="checkbox"/>	<input type="checkbox"/>	_____
New Worker Orientation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crane & Rigging Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excavation Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Confined Space Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Energy Control - Lockout/Tagout	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
HazCom	<input type="checkbox"/>	<input type="checkbox"/>	_____

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VII. Ten-hour (OSHA) Construction Safety Program: Additional Required Information - All contractors must complete the following questions	
Number of employees certified :	_____
Are all employees certified within sixty days of beginning work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If not completed; estimated training completion date: Date: _____
Copy of certification for each Employee included in qualification package?	<input type="checkbox"/> Yes <input type="checkbox"/> No

VIII. PPE Requirements - All contractors must complete the following questions	
Contractor must check-off all PPE required for the contracted service:	
<input type="checkbox"/> Safety Glasses (w/ side shields)	<input type="checkbox"/> Respiratory Protection, specify
<input type="checkbox"/> Safety Shoes (steel toe)	<input type="checkbox"/> Chemical Protection, specify
<input type="checkbox"/> Hard Hats	<input type="checkbox"/> Confined Space Rescue Equipment
<input type="checkbox"/> Fall Protection, specify _____	<input type="checkbox"/> Confined Space Air Monitor (4 gas)
<input type="checkbox"/> Hearing Protection, specify _____	<input type="checkbox"/> Other(s):

* For contractors that employ **less than ten people**, the signature below equals a self-certification that all involved contractor personnel have received all required safety/compliance training in accordance with applicable federal or national, state or provincial, and local or municipal requirements.

IX. On behalf of the contractor, I acknowledge that all information provided on this form is true. Furthermore, I agree to provide all requested documentation and safety equipment requested by MMU (as indicated above). Additionally, I shall ensure, to the extent possible, that all subcontractors, suppliers, and agents of the contractor, in connection with the contractors work at this MMU site or MMU customer site, shall act in full compliance with and are aware of all applicable local or municipal, state or provincial, and federal or national laws, and with the MMU Contractor Safety procedure.

Authorizing Agent (Print): _____ Title: _____
 Authorizing Agent (Signature): _____ Date: _____

IX. Contractor Qualification Review (MMU use only)			
Date Bid	____/____/____	Date Quote Reviewed:	____/____/____
Contractor Qualification:		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Reason Why Not			
Reviewer(s):	Department Director	First Name:	Last Name:
	Safety Specialist	First Name:	Last Name:
	Environmental SD.	First Name:	Last Name:
	General Manager	First Name:	Last Name:

APPENDIX B**Level I Contractor Environment, Health & Safety Rules**
Each Contractor Worker must read, understand and comply with the following rules.**Marshall Municipal Utilities (MMU) Contractor Safety Policy**

Marshall Municipal Utilities (MMU) is committed to providing a safe and healthy work environment for all employees, both on-site and contractor personnel, and to avoiding adverse impact to the environment in performance of all site activities. All applicable Federal, State and Local regulations (e.g. those of the EPA, OSHA, DOT, etc.) governing such work shall be followed.

General Requirements

All contractor workers shall:

1. Check in with site representative at the beginning of each day.
2. Not work at any time when their ability is or may be impaired as a result of the use of legal prescription drugs.
3. Be seated in moving vehicles and wear seat belts, if available, while the vehicle is in motion.
4. Not take part in fighting, horseplay or gambling, possess firearms or other weapons, possess or use alcohol or illegal or unauthorized drugs or smoke on site property, except in "Designated Smoking Areas".
5. Eat and drink only in designated areas.
6. Inspect all tools and equipment prior to use. Unsafe tools and equipment shall not be used.
7. Perform work in such a manner as to assure at all times maximum safety to self, fellow workers, MMU employees, and the public and in accordance with all regulatory requirements.
8. Not attempt to perform work if they do not feel qualified or physically able.
9. Perform work according to proper EHS practices and procedures as posted, instructed, and prescribed.
10. Obtain specific instructions and/or clarifications from their supervisor before proceeding with work in situations where an EHS requirement or procedure is not completely understood.
11. Observe and adhere to all warning signs, signals, and notices.
12. Not be permitted to wear loose or flapping clothing or have rags or other objects extending from pockets or belts when in the immediate proximity of machinery, motors, engines, or rotating equipment.
13. Not use site tools, moving equipment, or stock room supplies without prior approval from the site representative.
14. Never operate any machine or rotating equipment unless all guards and safety devices are in place and in proper operating condition.
15. Remain in the general area of their assigned work and not enter other areas, unless authorized by the site representative.
16. Be disciplined for any blatant disregard or repeated violations of health and safety rules. Disciplinary action may include contract dismissal or work stoppage at cost to the contractor.

Conduct

The following list is not all-inclusive but includes acts and behavior which are prohibited and for which a contractor worker may be removed from the site:

1. Obscene or abusive language; racial, gender, or ethnic slurs; immoral or indecent conduct; sexual harassment.
2. Failure to follow specific instructions or specifications.
3. Deliberately damaging, defacing, or misusing site property or the property of others.
4. Removing site property from the premises, without appropriate authorization.
5. Illegally possessing, selling, distributing, or manufacturing drugs on site property.

Asbestos & Fibers

1. No material will be brought onto the site that contains asbestos without MMU approval.
2. All fibrous materials must be accompanied by an SDS and must be treated with care.
3. Unless a site is documented to be asbestos free, the contractor worker shall not disturb any fibrous material but shall notify the EHS Representative or site representative immediately if any is found.
4. Any contractor performing asbestos abatement must comply with all federal, state, and local regulatory agencies.

Barricades and Notice of Work Activity

1. The contractor supervisor shall notify the site representative if barricades, signs, or other notices of work activity are required. The contractor supervisor will be responsible for erecting all barricades and notices necessary to safeguard both contractor workers and site employees during the conduct of the contractor's work.
2. Barricades, caution tape, and/or notices, which identify the type(s) of hazard, are required around excavations, holes, or openings in floors, roofs, elevated platforms, around certain types of overhead work, and whenever necessary to warn people against falling or other hazards.
3. Areas in which entry is not permitted will be cordoned off with barricade tape and have signs stating "Danger - Do Not Enter" posted. No unauthorized person shall enter any area protected with caution or barricade tape.

Confined Space Entry

1. The contractor supervisor is responsible for completing confined space entry permit(s), if required, and any associated paperwork. Contractors must follow the MMU EHS Procedure – Confined Space Entry.
2. Contractors must be pre-qualified by the Department Director or Safety Specialist, and briefed on the hazards of the confined space prior to beginning work.
3. No one can enter a permit-required confined space until a permit has been issued and posted.
4. Contractors will provide documentation that each contractor worker has received confined space entry training that meets all requirements of applicable federal or national, state or provincial, and local or municipal regulations.
5. Contractors will provide air-monitoring equipment and contractor workers who are trained to properly calibrate the equipment and have the ability to determine the conditions within the space.
6. Contractors must provide their own retrieval devices (tripods, harnesses, etc.) if performing rescue.

Contractors must follow and be provided with a copy of EHS Procedure – Confine Space Entry

Cranes/Rigging and Motorized Equipment

1. The contractor is responsible for mobile equipment operator training, examinations, and DOT licensure or other applicable specific transportation requirements.
2. Only certified operators with valid certifications may operate cranes and other motorized equipment.

Defective Equipment

Contractor workers shall inspect all tools and equipment prior to use. Any defective equipment shall be tagged with a yellow "Defective - Do Not Use" tag and removed from service until it has been repaired or discarded.

Demolition

All demolition work shall be conducted in such a sequence and manner in accordance with an engineering survey. (If applicable)

Emergency Response

1. The contractor shall ensure that all contractor workers are familiar with the site's spill notification and evacuation procedures as described in the sites 'Emergency Response and Contingency Plan' and know where to muster in an emergency.
2. The contractor must provide spill containment, decontamination of affected clothing, equipment, and spill clean-up materials.

3. Spills must be properly managed to prevent harm or degradation of the environment, access to stormwater or sanitary sewer drains, and to ensure worker safety.
4. Evacuate the area if a spill involves hazardous, explosive, or flammable materials.
5. Secondary containment must be provided for all containers of liquid materials exceeding 5 gallons.
6. Contractor supervisors are required to know who is on their job and be able to account for them after an evacuation.
7. In the event of an emergency and to the extent it is safe to do so, the contractor worker will:
 - Follow emergency response procedures to notify all employees;
 - Advise the appropriate person of the type and location of the emergency; and
 - Report missing personnel and their presumed location to their site representative as quickly as possible.
8. First aid supplies shall be made available by the contractor for its contractor workers in ample quantities at all times.

Excavations

Prior to commencement of any excavation, the contractor shall notify the EHS representative or site representative.

Contractors must follow and be provided with a copy of EHS Procedure – Excavation & Trenching

Fire Protection

1. Fire extinguishers are located at designated locations throughout the site. Any discharged fire extinguisher must be given to the EHS representative or site representative, with an explanation of the reason for discharge.
2. Contractor workers shall not obstruct, in any way, access to fire extinguishers, fire hose stations or other fire apparatus, emergency eye wash stations and showers, spill response equipment, or any safety related equipment.
3. Contractor workers shall know the location and correct operation of the nearest fire alarm (if applicable), fire extinguisher and the location of designated fire exits and shall not block access to those exits.
4. Contractor workers shall not refuel equipment while it is running or when hot.
5. Contractor workers shall keep combustible and flammable materials away from hot surfaces and ignition sources.
6. Contractor workers will store flammable materials in approved cabinets (supplied by the contractor).

Hazard Communication Program (HAZCOM)

1. Any hazardous materials brought on site must be accompanied by the associated SDS. The SDS must be provided to the site representative. All hazardous materials must be in an approved container, including all flammable substances. Hazardous materials are not to be left on site once project is completed.
2. Containers used by the contractor shall be properly labeled as to the contents and physical/health hazards at all times.
3. Each contractor must have a HAZCOM program that includes at minimum: complete SDS' on hand at the work site for each chemical used, chemical inventory, adequate training for all personnel which covers physical and health hazards, proper handling techniques, and personal protective equipment.

Hazardous Substance / Waste Management

1. Contractor workers shall properly handle all hazardous and toxic materials utilized in its work at the site.
2. No materials prohibited for use by MMU can be brought on site (*check with site representative for details*).
3. Propane and compressed gas cylinders must be chained upright and on approved carriers when moved.
4. All contractors are responsible for the proper disposal of any debris generated by their work at this site.
5. Contractor workers must not dump chemicals in any site drain, including storm drains.
6. Contractors must make advance arrangements with the site representative for the placement of the proper waste collection containers at the work-site. Contractors will manage the disposal of all generated waste.
5. Contractor workers will comply with requirements for hazardous materials handling per all federal, state, and local regulatory agencies.

“Open Flame” Hot Work

1. Open Flame work permits can be obtained from the site representative and are only valid for one shift. Each permit requires a fire watch during the activity and for 30 minutes after the work ends.
2. All exposed combustible materials below welding, cutting and burning areas must be moved to a safe location, covered with fire retardant material, or protected by containing all sparks and slag in an approved spark catcher.
3. At minimum, an appropriate fire extinguisher must be within 25 feet of any welding, burning, cutting, or open flame.
4. The user must inspect all leads, grounds, clamps, hoses, gauges, torches, and cylinders prior to operation.
5. Adequate ventilation and/or respiratory protection must be provided when working on galvanized materials.
6. Be aware there are many hot surfaces that can seriously burn.

Contractor workers shall not perform open flame work (welding, cutting, and burning operations) without obtaining an ‘Open Flame Hot Work Permit’

Housekeeping

1. Contractor workers must keep all walkways and work areas clear of obstructions, tripping hazards, and debris.
2. All oily rags must be disposed of in a fireproof container.
3. All cords, ropes, or wires will be put out of the way of walkways to prevent a tripping hazard.
4. All work areas will be clear of debris and unnecessary chemicals at all times.

Ladders and Scaffolding

1. Each user must inspect ladders visually before using.
2. If it is necessary to place a ladder in or over a doorway, barricade the door and/or post warning signs.
3. Always face the ladder. A safety harness is required if it is necessary to work backwards from a ladder.
4. Metal ladders must not be used for electrical welding or near electric lines or services.
5. Ladders must be tied off, with the user wearing a safety harness, if it is necessary to use a ladder on top of a scaffold or close to the edge of an elevated platform, roof, or floor opening.
6. The top of the ladder must extend at least 3 feet beyond the supporting object when used as access to an elevated work area.
7. All scaffolds must be erected and maintained in accordance with OSHA or local regulations. Sound, rigid, and suitable footing is required for all scaffolds and no unsuitable objects shall be used for support, such as barrels, boxes, bricks, or concrete blocks.
8. Guardrails and toe boards shall be installed in conformance with OSHA or applicable country regulations.
9. Where persons are required to pass underneath, all scaffolds will be provided with ½” mesh screening between the toe board and guardrail.
10. Scaffolding and components shall be capable of supporting four times their intended load without failure.
11. Personnel must wear properly tied-off safety harnesses on scaffold platforms not equipped with standard handrails or completed decking. Safety harnesses must be secured before stepping onto the scaffold and must not be removed until personnel are clear of the scaffold. Harnesses must be tied off to independent lifelines or building structures – one lifeline per person.
12. No one may be on a rolling scaffold while it is being moved. All tools and materials must either be removed or secured before moving. Pulling the scaffold along from overhead while on the scaffold is prohibited.
13. Brick, tile, block, or other similar materials may not be stacked higher than 24 inches on the scaffold deck.

Lead Paint

1. For operations comprised of grinding, welding, or burning of lead-painted surfaces, the site representative must be notified prior to the start of work. If it is not known whether the surface has lead paint on it, the site representative will be consulted.
2. The area shall be posted that work is being conducted on lead painted surfaces.
3. Work practices such as using HEPA vacuum and exhaust ventilation will be applied.

Lockout / Tagout (LOTO)

1. Contractors must consider all electrical wires and circuits energized unless power is definitely disconnected via de-energization and isolation of all associated switches, all such energy sources are locked and tagged out, and zero voltage is confirmed by at least two different individuals with at least two different voltage detectors.
2. Contractors must never operate any MMU equipment, turn switches, or operate valves without contacting a site employee for assistance.
3. Contractors must provide and use ground fault interrupters (GFI) for all extension cords and portable hand tools.
4. Contractor workers must provide their own LOTO locks.

Contractors must follow and be provided with a copy of EHS Procedure – Lockout/Tagout.

Personal Protective Equipment (PPE)

1. Contractor workers shall wear adequately rated flame resistant (NOMEX or an equivalent) or 100% cotton long sleeved shirts and long pants while involved in tasks with exposure to flames or electric arcs.
2. High visibility safety apparel shall be worn at a minimum any time a contractor is exposed to increased risks of moving traffic or equipment on public or private roadways or property. If a department director believes that high visibility apparel should be worn in additional situations, he/she may ask contractors and staff to do so. This apparel shall include, at a minimum, a vest or shirt.
High visibility apparel must meet or exceed ANSI standard 107-2004 (or any subsequent revisions) and be worn as the outermost garment. Further, high visibility apparel must meet the following specifications:

High visibility apparel must be ANSI standard 107-2004 Class II (2) or Class III (3) compliant using reflective striping material (including vests, shirts, or jackets).
3. Throughout the site, all contractor workers and visitors shall properly wear ANSI approved safety glasses with side shields, except in office areas.
4. ANSI approved safety shoes must be worn by all contractors (If applicable). Sneakers or dress shoes are allowed only in designated areas.
5. Approved full body harnesses and lanyards shall be properly used when working in areas with fall hazards.
6. Approved hearing protection shall be properly used in designated areas.
7. Respiratory protection will be properly used where administrative or engineering controls fail to reduce air contaminants to within OSHA or regulatory prescribed limits.
8. Contractors are responsible for ensuring their workers have the proper respiratory fit testing and training as applicable.
9. Other approved PPE such as face shields, protective clothing, gloves, etc., shall be used by contractor workers where the risk of injury or illness may be prevented by its use.

Reporting EHS Incidents

1. Contractor workers are responsible for immediately reporting any near accident or EHS incident to their supervisor.
2. The contractor supervisor is responsible for reporting all EHS incidents (including any work-related injury/illness or near accident) to the site representative as soon as they become known.
3. The contractor worker, contractor supervisor, and site representative will complete all required paperwork, per Section 3.5 of EHS Procedure – Contractor Safety.
4. The contractor is responsible for providing its contractor workers with the required medical services.

APPENDIX C

Contractor and Visitor Environmental, Health & Safety Rules

Each Contractor Worker and Unescorted Visitor must read, understand and comply with the following rules.

General Requirements

1. Conform with all site entry requirements at the beginning of each day or upon arrival to the site.
2. Not take part in fighting, horseplay or gambling, possess firearms or other weapons, possess or use alcohol or illegal or unauthorized drugs or smoke on site property, except in "Designated Smoking Areas".
3. Perform work according to proper EHS practices and procedures as posted, instructed and prescribed.
4. Be disciplined for any blatant disregard or repeated violation of environmental, health and safety rules. Disciplinary action may include contract dismissal or work stoppage at cost to the contractor.
5. Contractors must be pre-qualified by the Department Director, Safety Specialist or Foreman, and briefed on the hazards of the confined space prior to beginning work.
6. Any hazardous materials brought on site must be accompanied by the associated SDS. The SDS must be provided to the site representative. All hazardous materials must be in an approved and labeled container, including all flammable substances. Hazardous materials are not to be left on site.
7. Contractor workers are responsible for immediately reporting any near accident or EHS incident to their supervisor.
8. The contractor supervisor is responsible for reporting all EHS incidents (including any work-related injury/illness or near accident) to the site representative as soon as they become known.

Emergency Response and Fire Protection

1. The contractor shall ensure that all contractor workers are familiar with the site's spill notification and evacuation procedures as described in the sites 'Emergency Response and Contingency Plan' and know where to muster in the event of an emergency.
2. The contractor must provide spill containment, decontamination of affected clothing and equipment and spill clean-up materials.
3. Spills must be properly managed to prevent harm or degradation of the environment, access to stormwater or sanitary sewer drains, and to ensure worker safety.
4. Fire extinguishers are located at designated locations throughout a fixed site and each service vehicle. Any discharged fire extinguisher must be given to the Safety Specialist or site representative, with an explanation of the reason for discharge.

Housekeeping

1. Contractor workers must keep all walkways and work areas clear of obstructions, tripping hazards, and debris.
2. All oily rags must be disposed of in a fireproof container.
3. All work areas will be clear of debris and unnecessary chemicals at all times.

Specific Emergency Information:	Site to Fill in:
Site SDSs are located:	
Emergency Evacuation Routes and muster areas:	
Locations of the closest safety equipment (e.g. eye wash stations, fire alarms etc.):	
Other:	

I HAVE READ AND FULLY UNDERSTAND THE ABOVE RULES. I HAVE BEEN INFORMED OF THE PROPER ACTIONS TO TAKE IN THE EVENT OF A JOB SITE EMERGENCY AND HAVE BEEN BRIEFED ON ALARM LOCATIONS, EVACUATION ROUTES AND MUSTER AREAS.

Printed Name:		Company:	
Signature:		Date:	

APPENDIX D

Level I Contractor Health and Safety Inspection Checklist

Contractor:				Job:	
Chemical Storage/Usage					
1. SDSs for chemicals brought on site?	Yes	No	Corrective Action		
2. All chemicals approved for use by MMU?					
3. Correct chemical dispensing (bonding, grounding and containment)?					
4. Chemicals in proper containers?					
5. All containers labeled?					
Compressed Gases					
1. Cylinders secured?					
2. Protective cap fastened?					
3. Incompatible cylinders separated?					
Confined Space					
1. Entry permit displayed (if applicable)?					
2. Air monitoring results recorded?					
3. Safety equipment utilized?					
4. Attendant/standby person present?					
5. Rescue equipment ready?					
6. Rescue services identified?					
Construction					
1. Pre-phase safety meetings and approval?					
2. Periodic phase inspections done?					
Electrical Safety / LOTO					
Have all Contractors:					
1. Signed onto the LOTO Form?					
2. Walked down and signed each Tag?					
3. Each Contractor Worker on the LOTO has their lock on the hasp or the lockbox?					
4. Electrical equipment/extension cords in good condition?					
5. Are tools and/or plugs grounded (GFCI)?					
Elevated Work Areas					
1. Openings in floors and walls guarded?					
2. Appropriate fall protection used?					
Excavations					
1. All underground utilities identified?					
2. Agency contacted (i.e. DIGSAFE)?					
3. Appropriate sloping and/or shoring?					
4. Hazardous conditions controlled?					
5. Competent person present?					
6. Means of entry and egress established?					
7. Work area access controlled?					
Comments:					

General Safety	Yes	No	Corrective Action
1. Is work area free of debris and clutter?			
2. Is access to work areas, walkways, exits, safety showers, fire extinguishers unobstructed?			
3. Are floors dry?			
4. Work area access controlled?			
5. Date of last fire extinguisher inspection?			
Hand Tools			
1. Tools in good condition?			
2. Guards in place?			
Open Flame Hot Work (Welding, Cutting, Sparking)			
1. Hot work permit displayed?			
2. No flammable or combustible materials in the area?			
3. Fire watch posted?			
4. Welding screen in place?			
5. Fire extinguishers nearby & charged?			
6. Means to report fires easily accessible?			
7. Appropriate PPE in use?			
8. Leads and gas hoses in good condition?			
Ladders and Scaffolds			
1. Work area access controlled?			
2. Used safely?			
3. Ladders secured and tied off?			
4. Scaffold railings and toe boards secure?			
5. Are scaffolds tagged?			
Motorized Equipment			
1. All equipment inspected?			
2. All fork trucks, cranes, manlifts in good working condition?			
3. All operators trained?			
4. Seat belts worn?			
5. Safe operating procedures followed?			
Personal Protective Equipment (PPE)			
1. Are safety glasses w/ side-shields being worn?			
2. Safety shoes?			
3. Hand/arm protection, if necessary?			
4. Respiratory protection, if necessary?			
5. Hearing protection, if necessary?			
Other:			

Inspection Conducted By:		
Contractor Supervisor:		Date:
Site Representative:		Date:

**APPENDIX E
Contractor Health & Safety Infraction Notice**

MMU GENERAL INFORMATION			
Contractor Name:		Today's Date:	
Job Contracted to Perform:			
Contractor Supervisor Name:		Contractor Phone:	

INFRACTION INFORMATION			
Location of Infraction:			
Date of Infraction:		Time of Infraction:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Contractor Workers Involved in Infraction(s):			
First / Last:		First / Last:	
First / Last:		First / Last:	
Description of Infraction:			
Infraction Observed By:		Title:	

CORRECTIVE ACTIONS			
Corrective Actions Required:			
Corrective Actions to be Completed By:	Date:	Time:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Corrective Actions to be Performed By:		Title:	

Status of Job:	<input type="checkbox"/> Stopped Until Infraction Corrected	<input type="checkbox"/> Job Continuing with Infraction
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CORRECTIVE ACTION FOLLOW-UP			
Corrective Actions Evaluated / Reviewed by:			
Infraction Adequately Corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No Additional Corrective Actions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List Any Additional Corrective Actions Required:			
Additional Actions Required to be Completed by:	Date:	Time:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

INFRACTION NOTICE CLOSURE			
All Corrective Actions Completed On:	Date:	Infraction Notice Closed:	Date:
Closure Approved By: (Site Representative)		Title:	

APPENDIX F

SITE-SPECIFIC CONTRACTOR SAFETY INFORMATION

- 1. Name and Location of Site:
- 2. Name of Site Manager
- 3. Name of EHS Specialist:

Outline the method of tracking contractor training and approval: Appendix A, B, C will be mailed annually to potential contractors. Contractors are screened, trained as needed, and approved.

List the location where all contractor documentation is filed: On-site with supervisor and/or Safety Specialist

- 4. List the location where the contractor safety video is stored and viewed: N/A

- 5. Any additional information regarding the site's Contractor Safety program: _____

Information Completed By

Date:

APPENDIX G

Pre-Job Briefing Points

Have the following topics been discussed with the contractor prior to beginning work?

- Scope of the job,
- Expected duration of job (5 days or more?),
- Hazards associated with the job (to Contractor & to MMU employees) The following are examples of operations that must be coordinated with the contractor:
 - High Visibility Clothing
 - Confined Space Entry & Rescue
 - LOTO
 - High Noise
 - Dusts, Fumes, Mists, etc.
 - Open Flame Hot Work
 - Trench Work
 - Fall Protection
 - Scaffolding Erection
 - PPE and/or equipment requirements,
 - Any areas where contractors are not allowed,
 - Chemicals to be used (complete list and associated SDS must be provided to the site representative & approved by Environmental Service Director and/or Safety Specialist,
- Review of site specific LOTO tags, Caution Tape, other signs, & tags used at the site,
- Disposition of waste materials, storm water rules, spill response,
- Rules regarding breaking ground/digging,
- Motor vehicle rules (speed limit, parking, emergencies),
- MMU equipment to be used by the contractor,
- Expectations of the contractor workers,
- MMU contacts
- Location and correct operation of the nearest fire alarm and fire extinguisher,
- Location of fire exits, and tornado muster areas (if applicable)
- Emergency coordination

Briefing Conducted By:		
Contractor Supervisor:		Date:
Site Representative:		Date:

APPENDIX H CONTRACTOR SAFETY FLOWCHART

