



BUREAU OF BRIDGE MAINTENANCE

**CONTRACTOR SAFETY AND ENVIRONMENTAL CHECKLIST**

Contractor or Supplier Company Name: \_\_\_\_\_

Rental Agreement or Contract Number: \_\_\_\_\_

Contractor Representative Name: \_\_\_\_\_

Project Location & Project Number: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Project Superintendent or Designee: \_\_\_\_\_

Reviewed	Topic	Contractor Requirements
<input type="checkbox"/> Yes	Chemicals	Contractors and suppliers may be asked to provide current copies of any Material Safety Data Sheets on products being used on site.
<input type="checkbox"/> Yes	Communication	Contractors and suppliers must meet with Superintendent or other designee to discuss project requirements.
<input type="checkbox"/> Yes	Contractor Equipment	All equipment on site must be maintained in safe operating condition, including back alarms. Contractor is responsible for their workers working on site.
<input type="checkbox"/> Yes	Emergency Plan	Superintendent will explain site-specific emergency plans, including where first aid kits, bloodborne pathogen kits and spill kits are located.
<input type="checkbox"/> Yes	Environmental Compliance	Contractors and suppliers will abide by all federal, state and municipal environmental regulations.
<input type="checkbox"/> Yes	Environmental Management System	Statewide contractors and suppliers will read the Department's Environmental Policy 501.01 (back of checklist) and the Bureau's Environmental Commitment Statement.
<input type="checkbox"/> Yes	Hazardous Material or Hazardous Waste Disposal	The contractor must take all hazardous materials, hazardous waste and other unused products including paints and chemicals when they leave.
<input type="checkbox"/> Yes	Housekeeping	Contractors and suppliers will maintain acceptable housekeeping and material organization around the job site.
<input type="checkbox"/> Yes	Personal Protective Equipment	Contractors and suppliers are responsible for their employees' safety and assure that they will wear the appropriate personal protective equipment when working at Bureau facilities and job sites.
<input type="checkbox"/> Yes	Safety Regulations	Contractor and suppliers will abide by all federal, state and municipal safety regulations.
<input type="checkbox"/> Yes	Smoking	Smoking is not permitted near flammable/combustible storage areas.
<input type="checkbox"/> Yes	Spill Incident Reporting	Contractors and suppliers will report any spills on site to the Superintendent and are responsible for proper clean up, DES reporting and proper disposal.
<input type="checkbox"/> Yes	Solid Waste Disposal	Disposal of solid waste products; i.e. concrete, asphalt, wood will be discussed with Superintendent for specific project.

Original: Bridge Maintenance Office

Copy: Contractor or Supplier