



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CONTRACTOR SAFETY

Safety Meeting Contents

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
CONTRACTOR SAFETY

TIME: _____

DATE: _____

PLACE: _____



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Leaders Guide

EURAMAX PROCEDURE REFERENCE:

D-6.0: Contractor Safety Program

MEETING OBJECTIVE:

OSHA can hold a host employer partially responsible in the case of death or serious injury to a contractor's employee. Demonstrating a comprehensive safety program that includes outside contractors, can help defend Euramax from legal liability if something goes wrong. Ensuring that outside contractors have good safety programs helps protect our own employees from accidents.

MEETING PREPARATION:

Read the Euramax procedure, understand the contents, and ensure compliance.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

- Flip chart and marking pens

MEETING

INTRODUCTION

Today we are going to talk about contractor safety. Euramax is responsible for safety of outside contractors doing work at our facilities. Generally, when employees of an outside contractor come into our workplace, both Euramax (what OSHA calls the "host" employer) and their own employer share responsibility for the outside employees' safety. The dividing line between areas of responsibility is not always clear, but you can use this rule of thumb as a starting point: The contractor is responsible for making sure that its employees know how to do their jobs safely, while the host employer is responsible for informing the contractor of any hazardous conditions that are specific to the host's workplace. For example, if your workplace includes hazardous chemicals, the host needs to make sure the outside contractor knows about the hazards.

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Leaders Guide

DISCUSSION GUIDE

Question: Why is it important that contractors know the location of all confined spaces?

Answer: If a Contractor needs to enter into a confined space, the Contractor shall perform such entry in accordance with the OSHA requirements. Where the work involves an existing permit-required confined space, the contractor shall coordinate with Euramax to assure that:

- The Contractor is apprised of the elements, including the hazard(s) identified that make it a permit-required confined space.
- The Contractor is apprised of any precautions or procedures that have implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- The Contractor is debriefed at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.

Question: Why is it important that contractors working in our facility know where our MSDS are located?

Answer: The Contractor shall maintain, on-site, Material Safety Data Sheets (MSDS's) for all chemicals used or stored at the job site as required by OSHA regulations.

Where necessitated by the work, Euramax shall assure that the Contractor is informed of the following:

- Known hazards and any required safety procedures that must be followed in the Contractor's work area.
- Location of Material Safety Data Sheets (MSDS) for hazardous chemicals present in the Contractor's work area.
- Information about the labeling system used in the work area.
- Emergency procedures that the Contractor is to follow in the event of accidental exposure or releases of hazardous chemicals.

The Contractor shall assure that all hazardous chemicals or materials are handled and disposed of in accordance with federal and state regulations.

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Leaders Guide

Question: Why do contractors need to follow Lockout / Tagout procedures?

Answer: The Company and the Contractor shall inform each other of their respective lockout / tagout procedures.

The Contractor shall assure that his / her personnel understand the energy control procedures that are to be followed at all Euramax locations.

A copy of the Euramax Lockout / Tagout program shall be provided to the Contractor upon request.

A copy of the Contractors Lockout / Tagout procedure shall be made available to Euramax.

Question: Why do contractors need to follow our Hot Work Safety Program?

Answer: Contractors performing hot work shall maintain a Hot Work Permit Program and employee-training program that meets the OSHA requirements. Examples of hot work include, but are not limited to, use of open flames, compressed gases or supplied fuel burning, brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

SUMMARY:

Communication and coordination are essential. Regardless of specific OSHA requirements for outside contractors (if any), it is essential for both Euramax and the contractor to exchange all relevant information regarding potential hazards and safety procedures. This is for the protection of Euramax as well as the safety of all employees. Here are some tips to keep in mind:

- Require outside contractors to demonstrate an adequate safety program before they come into our workplace.
- Review the Euramax safety program with the contractor; identify any differences between the Euramax and the contractor's programs, and agree on how to bridge any gaps.
- Arrange for any specific training that they contractor's employees might need, either by requiring the contractor to provide the training or by providing the training directly.



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Leaders Guide

EMPLOYEE HANDOUT:

- A. Employee Handout
- B. Contractor Safety Quiz
- C. Contractor Safety Puzzle

QUIZ ANSWERS:

- 1. True
- 2. True
- 3. True
- 4. False
- 5. True
- 6. True



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Employee Handout

Three Reasons You Need to Keep Tabs on Contractors

There are three good reasons to keep track of the contractors who come to your site:

1. Contractors Are at Risk

Contractor personnel are unfamiliar with your machinery and work processes. You don't get to train them the way you do your own workers. They don't know their way around your site. They're apt to inadvertently work on energized equipment, improperly enter confined spaces or otherwise get into trouble. In short, they're especially vulnerable to accidents and need protection. "The challenge for safety managers is finding an effective way to extend the protections of their own safety programs to the workers of contractors who come to their workplace," according to Pat Miller, superintendent of health and safety with Bowater.

2. Contractors Put Your Own Workers at Risk

Having a contractor's workers on your site can compromise your safety program and put your own workers at risk. For example, contract workers who aren't familiar with your safety systems may inadvertently shut off or disable key controls, or start up processes or equipment. Workers unfamiliar with your workplace or process may accidentally cause a leak or spill or even start a fire or explosion. Since you don't hire them, you don't know if they're properly trained and safety conscious. And as if all this wasn't bad enough, contractors may bring their own subcontractors right into your workplace without your knowledge.

3. Contractors' Workers May Be Your Responsibility

You don't pay the contractor's workers; you don't file their workers' comp claims. But while they're on your site, you may be legally responsible for protecting them. The OSHA General Duty Clause (Section 5(a)(1) of the OSHA statute) requires employers to maintain a workplace that's "free from recognized hazards." OSHA has extended this and other parts of the OSHA law to contractors' workers where the employer controls the site where they work.

In addition, many OSHA standards specifically require employers to inform contractors of potential hazards and company safety policies. For example, the hazardous waste operations and emergency response standard requires employers to tell their "contractors, subcontractors or representatives of the site emergency response procedures and any potential fire, explosion, health, safety or other hazards of the hazardous waste operation that have been identified by the employer's information program." Failure to notify contractors and their personnel of hazards could make you liable for resulting injuries.



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Employee Quiz

Answer the following questions to see what you know about contractor safety.

1. A Contractor needs to know where the MSDS are located.
True or False
2. If a Contractor needs to enter into a confined space, the Contractor shall perform such entry in accordance with the OSHA requirements.
True or False
3. The Company and the Contractor shall inform each other of their respective lockout / tagout procedures.
True or False
4. Contractors performing hot work do not maintain Hot Work Permits.
True or False
5. OSHA can hold a host employer partially responsible in the case of death or serious injury to a contractor's employee.
True or False
6. If your workplace includes hazardous chemicals, the host company needs to make sure the outside contractor knows about the hazard.
True or False



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Meeting Sign In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

CONTENTS OF MEETING _____
 (Attach Handouts, etc.) _____

ATTENDEES:

| Name (Print) | Signature | Name (Print) | Signature |
|--------------|-----------|--------------|-----------|
| 1 _____ | _____ | 22 _____ | _____ |
| 2 _____ | _____ | 23 _____ | _____ |
| 3 _____ | _____ | 24 _____ | _____ |
| 4 _____ | _____ | 25 _____ | _____ |
| 5 _____ | _____ | 26 _____ | _____ |
| 6 _____ | _____ | 27 _____ | _____ |
| 7 _____ | _____ | 28 _____ | _____ |
| 8 _____ | _____ | 29 _____ | _____ |
| 9 _____ | _____ | 30 _____ | _____ |
| 10 _____ | _____ | 31 _____ | _____ |
| 11 _____ | _____ | 32 _____ | _____ |
| 12 _____ | _____ | 33 _____ | _____ |
| 13 _____ | _____ | 34 _____ | _____ |
| 14 _____ | _____ | 35 _____ | _____ |
| 15 _____ | _____ | 36 _____ | _____ |
| 16 _____ | _____ | 37 _____ | _____ |
| 17 _____ | _____ | 38 _____ | _____ |
| 18 _____ | _____ | 39 _____ | _____ |
| 19 _____ | _____ | 40 _____ | _____ |
| 20 _____ | _____ | 41 _____ | _____ |
| 21 _____ | _____ | 42 _____ | _____ |



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CONTRACTOR SAFETY
Employee Puzzle

R J U C V X U A B D K R D V P
K C E O O B F A Y R T P I K R
H O W V Q N B P E S O X C Y O
L M T S I P T U H V D O Y O G
E M O T N S K R T T O S B F R
R U G D S E N U A R A I M G A
C N Y Y E O O E D C O G P H M
S I L B Q K H I H H T L O E G
D C U R C A N V D E G O G U I
V A N O E A Z M E T R U R P T
Q T L C T C H R P X N P E U D
J I S I F E C N A I L P M O C
Y O O S Z A L O E H X V V O V
P N F V G T R A I N I N G X C
Y C M X B P C O N F I N E D H

COMMUNICATION
COMPLIANCE
COMPREHENSIVE
CONFINED
CONTRACTOR
COORDINATION

HOST
LOCKOUT
MSDS
PROGRAM
TAGOUT
TRAINING