



Prototypical Safety Program Manual

Contractor Safety Policy

Policy

The Flight Department is committed to the prevention of injury/illness to Contractor personnel working in its facilities. The Department is also committed to injury/illness prevention to Department personnel and to the prevention of property damage or other loss caused by the action or inaction of outside contractors.

Scope

This policy applies to all contract personnel authorized by the Flight Department to perform limited-term project work for hire on Department premises. This Policy does not apply to contract personnel whose are subject to direct supervision or direction by Department personnel (such as temporary employees). Such personnel are subject to this Safety Manual as applicable to their duties.

General

All covered contractors shall be informed of general safety and environmental regulations and specific Department requirements that must be followed while on Department property. Contractors shall be informed prior to starting a project, of the hazardous materials within the Department facility as specified in the Hazard Communication Program. All contractors bringing hazardous chemicals into Department facilities are subject to the requirements of the Department Hazard Communication Program, including: maintenance of material safety data sheets, Hazardous Chemical Lists, container labeling, and employee training.

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Responsibility

The Safety Manager/Officer is responsible for the maintenance of this Policy in accordance with applicable laws and regulations. The Safety Manager/Officer shall also assist the [*position title*] in fulfilling responsibilities per this Policy, as requested.

The [*position title*] is responsible for the following:

- Ensure that all Department authorized contracts include the General Safety Regulations for Contractors (Appendix I of this Section).
- Inform contractors of specific hazards to which contract employees may be exposed at the facility.
- Comply with responsibilities of Project Coordinator as defined in the General Safety Regulations for Contractors.
- Monitor contractor activities and inform contractor management/supervision of contract violations. Ensure corrective action.
- Ensure the contractor submits an inventory list with each chemical brought on site, along with Material Safety Data Sheets, the amount to used, storage location, and the method of disposal for any waste generated.
- Where Department equipment is made available for use by contractors, proof of training must be received prior to such use.

The Safety Manager/Officer is responsible for the coordination of any training for Department personnel required under this Policy. The Safety Manager/Officer shall also assist the [*position title*] in the monitoring of contractor activities pursuant to this Policy.



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General Safety Regulations for Contractors

The following safety regulations of ABC Corp. Flight Department ("Owner") apply to all contractors, including all agents and subcontractors of such contractors ("Contractors"), and to all their employees working within, on, or around any premises of Owner ("Premises"), whether on construction, maintenance, or otherwise. Owner designates the facility [position title] as project coordinator ("Project Coordinator") in connection with each Contractor's work. Contractors shall report to and follow the instructions of their Project Coordinator in connection with these rules and shall ensure that all of their employees working on Premises are furnished a copy of, and are familiar with, these rules. THESE RULES ARE NOT INTENDED TO, AND SHALL NOT SUPERSEDE, NOR SHALL THEY RELIEVE THE CONTRACTOR FROM COMPLIANCE WITH, ANY FEDERAL, STATE, OR LOCAL SAFETY AND ENVIRONMENTAL REGULATIONS, INCLUDING, WITHOUT LIMITATION, REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION ("OSHA"), THE ENVIRONMENTAL PROTECTION AGENCY ("EPA"), AND STATE SAFETY AND ENVIRONMENTAL REGULATIONS.

1. EMPLOYEES

1.1 Contractors' employees shall comply with Owner's contractor dress code when on Premises, specifically; shirts, long pants, and shoes that completely cover the feet shall be worn. Shorts, tank tops, open shirts, and sandals are prohibited. When employees are working near machinery or heavy equipment, long hair shall be tied back and no longer than shoulder length, jewelry removed, ties tucked in, and similar precautions taken. They shall also comply with any other requirements of which the Project Coordinator advises them.

1.2 Contractors shall inform their employees that; (i) running or jumping off platforms or raised surfaces is prohibited, (ii) they must walk up or down stairs using the handrail, (iii) they must use a ladder, platform or appropriate lifting device when ascending or descending from elevated structures, surfaces, or conveyors, (iv) the possession of or use of unauthorized or illegal drugs, intoxicating beverages, or weapons on Premises is prohibited, (v) ladders must be properly secured at the base and top, (vi) compressed air shall not be used to clean clothing or personnel, and (vii) "horseplay" is prohibited.

1.3 Contractors are responsible for the safety of their employees and for exercising care to prevent injury or illness to others. Contractors shall report any accidents causing death, personal injury, or property damage that arise out of or in connection with their work to the Project Coordinator immediately after the occurrence of such accidents. Contractors shall also submit to Project Coordinator a written report regarding such accidents within five (5) days of each occurrence.

1.4 Employees may smoke or eat only in designated areas on Premises.

1.5 Employees shall comply with the Owner's specific requirements with regard to the wearing of personal protective equipment. All personal protective equipment is to be provided by Contractor.

1.6 Contractors shall ensure that all employees are trained to perform their work safely. Contractors also shall ensure that all known hazards associated with the job are communicated to their employees, in writing, including, but not limited to any "Hazard Communication" required by OSHA. Documentation of training and notice of hazards shall be submitted to the Project Coordinator.

1.7 Contractors shall handle, remove, dispose of, or otherwise deal with substances that are hazardous or toxic within the meaning of federal, state, or local laws, regulations, or ordinances or are otherwise dangerous and may involve special risks of injury to persons or damage to property if not treated properly ("Hazardous Substances").

2. MATERIALS AND EQUIPMENT

2.1 Contractors must obtain the Project Coordinator's approval prior to bringing on the Premises any chemical, cleaning agent, coating material, degreaser, radioactive material, or any other materials or equipment to be used by Contractor that may be hazardous to persons, property, or environment.

2.2 Contractors shall submit to Project Coordinator a completed Chemical Inventory List and Material Safety Data Sheets (MSDS) for all chemicals or other materials, as appropriate, prior to bringing such chemicals or materials on the Premises.

2.3 Contractors shall ensure that all containers, tanks, vessels, or drums containing chemicals or materials of the type referred to in Section 2.1 are labeled according to identity of the material (content), appropriate hazard warnings, and name/address of the manufacturer. All containers shall be labeled prior to arrival on the Premises. Manufacturer's labels shall not be removed or defaced.

2.4 Prior to storing any bulk quantities (greater than 55 gallons) of any liquid material in a single container on the Premises, Contractors shall dike the area surrounding such container so as to prevent any spillage from reaching any ground or surface waters or sewer systems. The volume to be contained by such dike shall be equal to the volume of the largest single container plus five-inch freeboard.

2.5 The disposal of liquid, solid, or gaseous waste, chemical, or any other material on Owner's property is prohibited. Contractors shall arrange for the removal and disposal of all such waste and scrap material in accordance with applicable local, state, and federal laws, regulations, or ordinances. Prior to bringing on the Premises any material classified under any federal, state, or local laws or regulations as "hazardous," or as a pesticide, insecticide, fungicide, or rodenticide, Contractors shall obtain Owner's approval of their disposal procedures regarding such materials.

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2.6 Contractors shall immediately inform the Owner of any known or suspected releases of any hazardous substance as required by the Comprehensive Environmental Response, Compensation & Liability Act of 1980, as amended, including (but not limited to) notice of any release as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (commonly known as the Emergency Planning and Community Right to Know Act of 1986).

2.7 Contractors shall cease work immediately and notify the Project Coordinator if, in the course of removing or replacing insulation material, they discover, or have reason to suspect, that such material contains asbestos.

2.8 In servicing or repairing Owner's equipment that requires deactivation of electrical circuitry, or pressurized pipes or lines, Contractors shall communicate to Owner the specific procedures used by the Contractor for the "lock out" of hazardous energy sources. Contractor procedures must be in compliance with any federal, state, and local laws, regulations, or ordinances.

2.9 Contractors performing work in "Confined Spaces," including, without limitation, areas of poor ventilation or where an oxygen deficiency or other IDLH atmosphere may exist, shall comply with any federal, state, and local laws, regulations, and ordinances relating to, among other things; entry permit, pipeline and electrical lock-out, cleaning, oxygen content verification, required breathing apparatus, standby attendant, combustible vapors, ventilation, power source, lights, grounding, solvents, and fall prevention and protection.

2.10 Contractor shall not use Owner's equipment or materials unless such use is specifically authorized in advance by the Project Coordinator. Owner's authorization will not be granted without Contractor's proper documentation of training to use such equipment or materials. Training documentation shall be required in all cases prior to authorization for Contractor to use Owner's powered vehicles (e.g., tugs, forklifts, manlifts) or installed fall restraint system. As a rule, Owner's equipment shall not be used by Contractors.

2.11 Contractor has experience and expertise in performing services of the type required by the Contract and fully understands the special considerations applicable to the Hazardous Substances involved in the performance of the Contract.

2.12 Contractor will on request consult and cooperate with Owner and will comply with the reasonable instructions of Owner in connection with any Hazardous Substances, but nothing done by Owner shall relieve Contractor from compliance with all applicable federal, state, and local laws, regulations, and ordinances. Contractor and Owner are not joint venturers in any respect.

2.13 Contractors shall cause Owner and its officers, directors, and employees to be additional insured under the insurance policies maintained by Contractor in connection with the performance of this Contract.

2.14 If the Contract involves the removal or disposal of Hazardous Substances, or both, title to and risk of loss of such Hazardous Substances will pass to Contractor at the time the Hazardous Substances are picked up by Contractor at Premises, but this shall not affect Contractor's obligations of compliance with applicable laws, regulations, and ordinances or Contractor's obligations of insurance with respect to such Hazardous Substances. Contractor shall take extreme precautions against the possibility of damage to any property or injury to any person during the transport of such Hazardous Substances from Premises and in their disposal.

3. FIRES AND OTHER EMERGENCIES

3.1 Contractors shall report all suspected fire hazards to Project Coordinator immediately. Contractor shall, without delay, take corrective action to remedy any such hazard resulting from the work.

3.2 Contractors performing welding, cutting, or burning work on the premises shall comply with any federal, state, and local laws, regulations, and ordinances relating to, among other things; welding and cutting permits, fire prevention/suppression, protective equipment, and all combustible/flammable liquids.

3.3 Contractors shall not block access to emergency equipment or exits. This also applies to exterior equipment such as hydrants and control valves.

3.4 Contractors shall obtain from Owner the location and operating method of all eyewash stations and/or safety showers in their work areas.

4. MISCELLANEOUS

4.1 Contractors shall comply with all of Owner's safety signs and markings. No one shall enter areas that are barricaded, roped-off, or marked "restricted" without prior written authorization from the Project Coordinator.

4.2 Contractors shall enter and leave Premises through entrances and exits assigned by the Project Coordinator and shall follow assigned routes to and from the work area.

4.3 Contractors shall inform other contractors working in their area on the Premises of hazards associated with Contractor's work, and shall work with the Project Coordinator to ensure that other contractors are restricted from working closely to or being affected by hazardous operations.

Contractor

Date

Company Name

ABC Corp. [position title]

Date

 **NBAA Safety Committee**
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