Contractor Safety

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TOPIC: Contractor Safety

Discussion Date: _____

General Information

A contractor is defined as anyone working on behalf of the company that has engaged in a contractual agreement to perform a service. Examples of contractors include, but are not limited to:

- Electricians, machinery service technicians, HVAC technicians
- Auditors, consultants
- Engineers, construction crews, fabricators

Guidelines to Help Ensure Contractor Safety

The level of implementation of contractor safety controls should be proportional to the safety risks involved with the work and the work environment. Listed here are guidelines that can be used every day to help ensure contractor safety:

1. Develop and implement a sign-in process; make sure all contractors sign-in and sign-out at each visit.
   a. A sign-in sheet can assist in the event of an evacuation roll-call or medical emergency
   b. Obtain contractor licenses, if applicable
   c. Identify the contractor with badge, colored vest, hard hat, etc.
2. Have a documented list of guidelines that is to be reviewed and acknowledged by the contractor. This information should include:
   a. A description of emergency evacuation routes and protection shelters
   b. A brief description of the types of processes conducted on-site
   c. The most significant on-site safety concerns
   d. The most significant on-site environmental aspects
   e. Personal Protective Equipment requirements
   f. Verification that proper lockout/tagout processes will be used
   g. Emergency response personnel and protocols
   h. Awareness of moving traffic, pedestrian walkways, intersections and posted signage

Thought Provoking Questions

- What types of contractors do you have in your work area?
- What are the 2 or 3 most important safety concerns you would want shared with a contractor?
- What actions can your company take to improve contractor safety?

Employee Participants:

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