



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 15.0 – CONTRACTOR SAFETY

Number: 15.0

Issued: 10/2018

Revised: 1/2024

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1.0 PURPOSE:

To establish a program which will protect both Signature and contractors' personnel, equipment, and facilities from injury, accident or loss. Contractors are persons not directly employed by Signature who provide specific labor or services.

2.0 POLICY:

All contractors must comply with applicable local, state, and federal regulatory requirements and with all Signature Safety Policies and Procedures.

3.0 RESPONSIBILITIES:

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety
- B. It is the responsibility of the **Facility Leader** to monitor all contractor activity at their location
- C. It is the responsibility of the **Facility Leader** to ensure the area in which the contractor employees are working is safe and free of hazards
- D. It is the responsibility of the **Facility Leader** to provide access to Safety Data Sheets for all items within the facility
- E. It is the responsibility of the **Facility Leader** to provide contractors with specific safety program requirements
- F. It is the responsibility of all **Employees** to notify the **Facility Leader, Production Manager, Supervisor, Lead, or Maintenance** of any Signature policy or procedure not followed by the Contractor
- G. It is the responsibility of the **Contractor** to comply with all SSG Safety Policy and Procedures

4.0 PROCEDURE:

- A. Contractors are required to comply with the OSHA Hazard Communication Standard requirements and/or local regulatory requirements, including safe handling procedures and storage of hazardous chemicals. Contractors are required to inform the facility of all hazardous chemicals which may be used within the facility, which includes the most current Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported.
- B. All contractor and crew members are not authorized to enter any confined spaces at Signature facilities unless specifically required by the service or construction contract. All contractors performing work in a permit required confined space must be briefed on entry requirements, precautions, and procedures. It is the Facility Leader's responsibility to ensure that the contractor meets or exceeds all requirements of the confined space program.
- C. Required fall protection equipment shall be used by all contractor and crew members when working at elevated locations.
- D. A comprehensive pre-work safety orientation will be conducted for all contractor work. The contractor services covered under this procedure may include but are not limited to the following:
 - a. Construction and renovation
 - b. Equipment installation and/or repair
 - c. Utility modifications
 - d. Electrical and plumbing work
 - e. Work at elevated locations
 - f. Confined space entry
 - g. Use of toxic substances
 - h. Hot work or welding



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- E. Safety orientation participants must consist of all contractor representatives. All task specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor. Any contractor representative not present at the initial orientation must receive separate orientation.
- F. The safety orientation will be covered in full on an annual basis with all contractors and crew members. Contractor checklist must be reviewed by a Facility Leader or Production Manager contracting work to assure the orientation has taken place within the past 12 months.
- G. All contractors and crew members must sign the “contractor checklist” which will indicate the specific items covered in the safety orientation (see attached Contractor Checklist). A copy of the completed checklist must be maintained in a safety notebook at the facility for two years.
- H. All contractor and crew members shall adhere to all Signature policies and procedures, including but not limited to: access to company facilities, company equipment, use of controlled substances, tobacco, firearm and explosive restrictions, harassment of other persons, traffic and parking regulations, and all others not specifically stated herein. All contractors and crew members may only use cell phones with prior authorization.
- I. Contractors failing to comply with any policy or procedure will be asked to leave the premises.

5.0 ATTACHMENT / FORMS:

A. Contractor Checklist

6.0 PROCEDURE HISTORY

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ATTACHMENT A – CONTRACTOR CHECKLIST

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VENDOR NAME _____

	YES	NO	N/A
1 HAZARD COMMUNICATION			
A Explain the purpose of the program			
1 Hazardous chemicals being brought into the facility by the contractor			
2 SDS supplied for each chemical?			
3 Hazardous chemicals contractor may be exposed to while inside the facility			
4 SDS supplied to the contractor?			
2 CONFINED SPACE			
A Explain the purpose of the program			
1 Identification of confined space			
2 Permit program explanation			
3 WELDING			
A Explain the purpose of the program			
1 Working safely around plant personnel			
2 Flash and fume controls			
3 Hot work permits			
4 PPE required			
4 LOCKOUT/TAGOUT (LOTO)			
A Explain the purpose of the program			
B Lockout/Tagout program used			
1 Program explained and locks provided			
2 Contractor program explained to affected employees			
5 POWERED INDUSTRIAL TRUCK (FORKLIFT/MANLIFT)			
A Explain the purpose of the program			
1 JHA on proper operation			
2 Prior training records presented			
3 Body harness requirement			
4 Outrigger requirement			
5 Working safely around plant personnel			
6 ENVIRONMENTAL CONSIDERATIONS			
A Jobs that create environmental or safety problems			
1 Dust control - concrete work			
2 Fume control - painting or floor work			
7 PERSONAL PROTECTIVE EQUIPMENT			
A Explain the purpose of the program			
1 Safety shoes			
2 Safety glasses			
3 Hearing protection (in required areas)			
4 Hard hats required (in certain areas)			
5 Safety vest required			
6 Other PPE:			
7 Other PPE:			
8 Other PPE:			

