

Contractor Safety Program

Purpose

The Contractor Safety Program is designed to protect company and contractor employees, equipment and facilities from injury, accident or loss. Contractors are persons not directly employed by the company who provide specific labor or services.

Examples of Contractor Employers are:

- Construction Companies
- Utility Service or Repair Companies
- Janitorial Services
- Pest Control Services
- Food Service and Vending Groups
- Transportation & Shipping Services
- Raw Product Suppliers

As a condition of doing business with our company, all contractors must comply with applicable local, state, federal regulatory requirements and our company safety procedures and policies. Specific compliance is required in the following:

Responsibilities:

Management

- ensure contracts for bids contain appropriate information concerning the Contractor Safety program including all requirements
- provide access to MSDS material upon request of contractors
- monitor all contractor activity at their location
- ensure the area in which the contractor employees are working are maintained safe and free of hazards,
- provide contractors with specific safety program requirements

Contractors

- Conduct daily safety inspections of all assigned areas
- Identify and correct hazards
- Provide contractor employees with requires personal protective equipment
- Ensure Contractor Employees have the proper training for assigned tasks
- Coordinate with Savard Labor & Marine Staffing, Inc. Safety Manager for safety related issues
- Maintain required insurance coverage
- Establish and maintain an effective Safety and Health Program
- Establish and maintain an effective Housekeeping Program

Minimum Insurance Requirements

Contractors and Vendors are required to meet minimum Insurance Requirements according to the following schedule:

Coverage Minimum Per Occurrence Limits

- Automobile Liability \$ 500,000
- General Liability \$ 1,000,000
- Products Liability \$ 1,000,000
- Completed Operations Liability \$2,000,000
- Workmen's Compensation \$1,000,000

Certificates of Insurance

Contractors must provide the company a Certificate of Insurance. The Certificate must list Savard Labor & Marine Staffing, Inc. as a Certificate Holder with notification of cancellation or non-renewal. Without the Certificate, the Company may have to assume the liabilities and responsibilities for the Contractor.

Training

Information and training is to be made available to contractors in the form of copies of written safety programs. Written programs from the Required Training list, based on hazard exposure are to be presented to contractors.

Required Training for Contractor Employees

- General Safety Rules, including reporting of Unsafe Conditions
- Hazard Communication & chemical safety
- Lockout- Tagout
- Electrical Safety
- Evacuation Routes, Alarms & Procedures
- Hot Work Program
- Confined Space Program
- Process Safety Management
- Personal Protective Equipment
- Fall Prevention

Safety Reviews

A comprehensive pre-work safety review conference will be conducted for all contractor work that involves:

- construction & renovation
- equipment installation & repair

- utility modifications
- electrical & plumbing work
- work at elevated locations
- confined space entry
- use of toxic substances
- hot work or welding
- work on systems covered by PSM or RMP

Safety review participants will consist of company and contractor safety representatives. All task specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor

Hazardous Chemical/Substance Notification

Contractor must follow the OSHA Hazard Communication Standard requirements including use safe handling and storage of chemicals. Contractors are required to inform -the-Company of all hazardous substances which may be brought on to Savard Labor & Marine Staffing, Inc. property, including providing the most current Material Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported to the Savard Labor & Marine Staffing, Inc. Safety Director.

Welding & Hot-Work Permit Program

All hot work and welding operations must be conducted under the control of a Hot Work Permit that has been pre-approved by Savard Labor & Marine Staffing, Inc..

Confined Space Entry

Contractor employees are not authorized to enter any confined spaces on all Savard Labor & Marine Staffing, Inc. property unless specifically required by the service or construction contract.

Work at Elevated Locations

Required fall protection equipment shall be used by all contractor employees when working at elevated locations.

Other Policies and Procedures

All contractor employees shall adhere to all other Savard Labor & Marine Staffing, Inc.. Policies, including but not limited to: access to company facilities, company equipment, use of controlled substances, firearm & explosive restrictions, harassment of other persons, traffic and parking regulations.

Certificates of Insurance

We bear the liability of injury for anyone that gets hurt while performing contracted duties unless they have valid Workers' Compensation Insurance. If you contract for service that are in the normal course and scope of operations for our business and the vendor/supplier or their employees has an injury they may be able to file a claim against our workers' compensation insurance policy. This is an unnecessary risk that we do not seek to have.

The appropriate control technique is to require **Certificates of Insurance on all contractors/vendors/suppliers**, before they perform any work for you and/or on your property.

A Certificate of Insurance is a standard document that shows evidence of Insurance and may be obtained from the contractor/vendors/suppliers insurance agent. It is important to review the document to ensure Workers' Compensation coverage is carried as well as General Liability coverage. By requiring the Contractor/vendor/supplier to carry General Liability you protect your organization from legal claims from injured persons due to the negligence of the contractor/vendor/supplier. This requirement should be expressly stated in all contracts for goods and services.

Policy on Certificates of Insurance

It is our corporate policy that all independent contractors, all sub-contractors, all vendors and suppliers provide evidence of:

- Workers' Compensation Insurance
- Automobile Liability Insurance and
- General Liability Coverage which names us as *Additional Insured's* before commencing any work for Savard Labor & Marine Staffing, Inc..

Certificates of Insurance will be reviewed to ensure it is valid and coverage limits are acceptable.