## Contractor Management – Working Relationships

1. **Purpose**

The purpose of this procedure is to minimize injuries to Contractor personnel, property loss and equipment damage while working on behalf of company.

1. **General**

Minimum acceptable Contractor safety requirements are set in contractual documentation and in job specific hazard assessments. Management approval is required for contractors whose TRIR (Total Recordable Incident Rate) is greater than the industry average or whose EMR is greater than 1.

Contractors are required to have an ongoing safety program. The program shall include at a minimum:

* Statistical data and analysis of accidents.
* Policy for investigating accidents and near misses and implementing corrective measures.
* A training program which provides for the initial and continuing development of personnel in accordance with applicable regulatory and industry environmental, health and safety standards, including applicable Company job specific procedures and requirements.
* Appropriate job planning procedures for the job(s) to be conducted.
* Regular safety meetings conducted on the job.
* Written programs that comply with all applicable regulatory and industry environmental, health and safety standards.

1. **Evaluation**

Prior to awarding work, a pre-qualification of Contractors will be performed to ensure that on-site Contractors are competent and capable of performing their assigned duties in a safe and environmentally sound manner. The Contractor’s Safety Program and performance will be compared against the industry average.

The pre-qualification process will include an evaluation of:

* Contractor safety programs, training documentation and environmental procedures.
* Appropriate licenses, registrations, and insurance to complete their work.

Monitoring of the Contractors HSE performance will be conducted for the life of the contract to verify compliance with regulatory and work-specific requirements.

As the job progresses, the Company may:

* Periodically review the Contractor’s safety performance.
* Periodically review the visibility and execution of the Contractor’s Safety Program.
* Provide guidance as appropriate.
* Conduct post-job safety performance review using the Contractor Post Job evaluation form in Appendix B.

1. **Contractor Requirements**

* Verify that personnel are thoroughly familiar with and have a clear understanding of all applicable regulatory and industry environmental, health and safety standards, including applicable Company job-specific procedures and requirements.
* Provide personnel who have been trained and are qualified to work in the geographical work area.
* Contractor is responsible for its employees and the safe conduct of its work with equipment meeting acceptable industry standards.
* Comply with informational (warning) signs relating to safety that are posted throughout the facilities.
* Report to the Company Person-in-Charge ALL incidents that occur on property or at facilities owned or leased by Company, including all injuries, near misses or close calls, illnesses, releases to the environment, vehicle accidents, thefts, acts of vandalism, property damage, or hazardous situations as soon as possible, but no later than within 24 hours.
* Track all man-hours and incidents associated to activities on Company facilities.
* Ensure that each employee is familiar with and has read this program.

1. **Work Procedures**

* Contractor personal must report to the Company Person-in-Charge immediately upon arrival at the location for the first time.
* Prior to the start of work, the Company and Contractor must define clear roles and responsibilities.
* Contractors shall be given site orientation and informed of the facility emergency response procedures, their roles in the emergency response plan and Company safety policies, including personal protective equipment requirements and environmental concerns before they begin work or tour the facility.
* Contractor personnel will be included in all regularly scheduled safety meetings, tailgate safety meetings, job safety analysis, hazard assessments, and on the job safety inspections as appropriate. Contractor personnel will attend any pre-job safety meetings concerning their work when requested.
* Contractor personnel have the authority and responsibility to stop work if unsafe conditions/practices, or environmental hazards are observed. Work should remain stopped until the conditions or practices are corrected.
* Smoking is limited to designated smoking areas only.

1. **Communication**

* Prior to the start of work clear lines of communication will be established between the Company and Contractor.
* Prior to any commencement of work, the Contractor must be assigned a Company liaison.
* The designated liaison must give the Contractor, at a minimum, his direct phone number and an email address.
* The liaison must make themselves available to the Contractor at all times during work operations.
* If for any reason the assigned liaison cannot fulfill their duties, a replacement liaison must be assigned and a personal introduction must be made with the Contractor before the original liaison is relieved of their duties.

1. **Personal Protective Equipment**

* Applicable personal protective equipment will be provided by Contractor for Contractor personnel that meets all ANSI, NFPA, and regulatory requirements.
* Hearing protection must be worn by all personnel while in designated high noise areas and during operations where high noise levels occur.
* Safety glasses with side shields must be worn in work locations where the potential for eye injury exists.
* Hard hats shall be worn while outside offices unless an area has been specifically designated otherwise.
* Safety-toe foot wear shall be worn by all contractor personnel while at all work sites or where required in designated areas.
* Contract personnel shall be fully and appropriately clothed for the job and the weather.
* Proper hand and skin protection shall be used when applicable.
* Jewelry (e.g. rings, chain bracelets) shall not be worn while working with energized or moving equipment or in designated areas.
* A personal fall arrest or restraint system must be worn when the potential fall distance exceeds six feet while working on unguarded working surfaces. The fall arrest or restraint system must include a full body harness with a lanyard meeting the requirements of ANSI Z359.1 and OSHA 1926.502(d). Lanyards are to be rigged so that a person cannot fall more than 6 feet and come into contact with a lower level.
* In circumstances where respiratory protection may be required, respiratory protection shall be worn and properly maintained by contractor.

1. **Substance Abuse/Contraband Control**

* All Contractor personnel are subject to our Substance Abuse / Contraband Control program while on our premises.
* The use, possession, manufacturing, distribution, transportation, or being under the influence of Alcohol, Legal Drugs, Illegal Drugs, or other Controlled Substances are prohibited while on Company premises or other job sites under Company supervision and while conducting business on behalf of company.
* Entry onto property owned, leased, or operated by Company is conditional upon Company’s right to search any person, vehicle, or personal effects for contraband items such as, but not limited to Alcohol, Legal Drugs, Illegal Drugs, Other Controlled Substances, Weapons, Firearms or Explosive Material.
* Any individual found in violation of our company's policy will be subject to removal from the premises. Violation of the policy by Contractor employees may also cause contract cancellation.

Link to[ContractorPostJobEvaluationForm](#ContractorPostJobEvaluationForm)Appendix B