



# CONTRACTOR SAFETY CHECKLIST

## SECTION ONE CONTRACTOR INFORMATION

Today's Date \_\_\_/\_\_\_/\_\_\_  
Name of Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contractor Contact Name \_\_\_\_\_ Cell phone \_\_\_\_\_  
Contractor main phone number (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
Name/Detail of Project \_\_\_\_\_

Start Date of Project \_\_\_/\_\_\_/\_\_\_ Anticipated Date of Project Completion \_\_\_/\_\_\_/\_\_\_  
Ongoing contractor for the year of \_\_\_\_\_ Office use only: PO # \_\_\_\_\_

Menasha Utilities (MU) has established policies, procedures and practices necessary to protect the safety and health of MU employees. Therefore, outside contractors are also required to establish (or have) policies, procedures and practices necessary to protect the safety and health of their employees while working with MU employees or working on MU property.

## SECTION TWO SUPERVISOR/CONTRACTOR SAFETY REVIEW INFORMATION

Today's Date \_\_\_/\_\_\_/\_\_\_ Supervisor Name \_\_\_\_\_

In accordance with this policy, the following information shall be reviewed and acknowledged prior to beginning work of the contractor or its subcontractors.

- Secure only qualified contractors
- Establish contractor duties
- Review guidelines of potential suspension of work due to imminent danger

Establish procedures to exchange and discuss safety and health related information:

- Hazardous materials
- Hazardous energy control
- Permit confined spaces
- Personal protective equipment
- Emergency procedures
- Housekeeping
- Other information applicable to contracted work

Establish procedures to coordinate work:

- Shut down of machines and lockout/tag out or switching procedures
- Entry into confined spaces
- Work involving the employees of both employers
- Site excavation or demolition
- Scaffolding

ADDITIONAL INFORMATION:

# CONTRACTOR SAFETY POLICY

## Qualified Contractors

It is the policy of Menasha Utilities to retain only qualified contractors that have a demonstrable record of employee safety and health and regulatory compliance.

## Contractors Duties

The contractor shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

The contractor's safety and health program shall be in compliance with all applicable regulations and shall provide a level of employee protection that is equal to or greater than safety and health related policies, procedures and work practices implemented by Menasha Utilities.

The contractor shall be responsible for furnishing all safety and health related equipment necessary for the completion of contracted work.

## Duties To Subcontractors

The contractor shall be responsible for communicating safety and health related information to subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related policies, programs and work practices while performing subcontracted work.

## Imminent Danger

Menasha Utilities reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

## Implementation Tools

### Exchange Of Safety And Health Related Information

Prior to the beginning of contracted work, the project manager/inspector and the contractor's job site supervisor shall exchange and review applicable safety and health related information, procedures and practices. The information exchange/review shall include, but may not be limited to:

1. Hazardous materials (including lead and asbestos containing materials) present in Menasha Utilities work place and to which the contractor's employees might be exposed. Information provided to the contractor shall include, but may not be limited to.
  - Identity and nature of hazardous materials.
  - Potential health hazards.
  - Protective measures.
  - Location of material safety data sheets.

Hazardous materials brought into Menasha Utilities work place by the contractor (including any subcontractors) shall be identified. Information shared between the contractor and Menasha Utilities shall include, but may not be limited to.

- Identity and nature of hazardous materials.
  - Potential health hazards.
  - Protective measures.
  - Location of material safety data sheets (MSDS).
2. Hazardous energy sources in Menasha Utilities work place shall be identified. Information provided to the contractor shall include, but may not be limited to.
    - Identity and magnitude of hazardous energy sources in the Menasha Utilities work place.
    - Menasha Utilities lockout/tag out and switching procedures.
    - Procedures used to coordinate joint lockout/tag outs or switching procedures.

Appropriate procedures to be used by the contractor (including any subcontractors) shall be discussed and identified prior to its use.

3. Permit confined spaces in Menasha Utilities work place. Information provided to the contractor shall include, but may not be limited to:
  - Identity and location of permit confined spaces.
  - Permit confined space hazards.
  - Entry procedures used by the Menasha Utilities employees.
  - Emergency procedures used by the Menasha Utilities employees.

Confined space entry procedures to be used by the contractor (including any subcontractors) shall be discussed and identified.

4. Policies and practices relating to the use of personal protective equipment. Information provided to the contractor shall include, but may not be limited to:
  - Menasha Utilities personal protective equipment hazard assessment.
5. Emergency procedures. Information provided to the contractor shall include, but may not be limited to:
  - Preferred method of reporting work place emergencies.
  - Procedures for making emergency telephone calls.
  - Identity and location of occupational physician/hospital.
  - Method used to report work place emergencies.
  - Identity of fire alarm and evacuation procedures.
6. Other safety and health related information applicable to contracted work.

#### Coordination Of Work

The project manager/inspector and the contractor's job site supervisor shall coordinate work activities that affect employee safety and health such work activities include, but may not be limited to:

1. Shut down of machines and lockout/tag out procedures
2. Switching and tagging of electrical circuits
3. Entry into permit confined spaces
4. Site excavation
5. Fall protection
6. Use of portable tools (GFI)
7. Hoisting/heavy lifting
8. Demolition (procedure)
9. Scaffolding

Additional Information

Refer to the following Menasha Utilities documents for additional information and requirements.

1. Contract documents.
2. Hazard Communication Written Program.
3. Hazardous Energy Control (lockout/tag out) Written Program.
4. Permit Confined Space Entry Written Program.
5. Emergency Action and Fire Prevention Written Plan.
6. Personal Protective Equipment Hazard Assessment.
7. Respiratory Protection Written Program.
8. Hearing Conservation Written Program.
9. OTHER (please describe)

<b>ACKNOWLEDGEMENTS</b>
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As a contractor to Menasha Utilities, I understand that I am responsible for training all my employees, subcontractors and their employees, to ensure that they comply with OSHA or other governmental safety and health regulations as well as Menasha Utilities safety policies and procedures. Further, I understand that as contractor or subcontractor, I am wholly responsible for the actions of our employees while on Menasha Utilities property.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed name of Contractor representative

\_\_\_\_\_  
Signature of Contractor representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Menasha Utilities representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Approved: November 24, 2004, Reviewed May 13, 2014.

Menasha Utilities  
321 Milwaukee St  
Menasha WI 54952  
Ph: 920-967-3400