



# Sample Outside Contractor

# Safety Guidelines

When serving or performing duties as a district engineer, contract administrator, project manager or construction manager, safety officer, district inspector, or assigned individual for contractors, vendors or consultants involved with construction, maintenance, service or repair work, ensure that:

1. Safety concerns are identified and communicated to the contractor representative during the bid process, pre-job meeting, project meeting and during the course of work.

2. Special site procedures and safety requirements are to be included in the final written agreement and scope of work between the district and contractor(s).

3. All safety-related communications with the contractor are to be documented. This may include a contractor orientation regarding district processes and procedures, including but not limited to: (list all major/definable scope of work)

* Confined Space Entry
* Process Safety Management
* Lockout/Tagout/Blockout
* Live Electrical Work
* Fall Protection
* Material Storage and Delivery
* Trenching and Excavation
* Traffic Control
* Hazard Communication
* Asbestos/Lead Work
* Hazard Materials Handling, Storage and Transport
* Emergency Response and Evacuation
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Applicable written contractor safety plans, programs, work permits, traffic control plans, 811 notifications, Cal/OSHA Activity Permits, Encroachment Permits, etc. and information are to be obtained before the start of work including the designation of contractor’s assigned competent person for activities related, but not limited to confined space entry, hot work, fall protection, trenching and excavation, LOTO, live electrical work, traffic control, silica, asbestos, etc.

5. For worksites with limited space, review contractor plans for heavy equipment/crane use, sizing, material storage, deliveries, and worker parking during pre-construction meetings.

6. Contractors shall keep on-site current equipment and safety certifications, permits, or licenses when required. (e.g., crane operation, asbestos work, traffic control plans, Cal/OSHA Activity Permit, etc.). Copies are to be obtained for the district’s project file.

7. Contractors are responsible to maintain all training records and/or written description of qualifications for all their on-site employees for work that involves asbestos cement pipe, crane rigging, and signaling, confined space entry, electrical work, plant machinery (lockout/tagout), hazardous chemicals, excavations, underwater diving, scaffold erection, or fall arrest systems, etc. Copies of all training records must be made available to the district representation beyond request.

8. Contractors must use their own tools, equipment, ladders, locks/tags, harnesses, fall protection systems, confined space air monitors and rescue equipment, etc. as needed to complete their scope of work. District personnel shall not work with, provide/lend tools or equipment, or direct contractor employees in the completion of their scope of work.

9. Contractors shall be responsible to inspect mobile equipment, cranes, tools, and equipment as required by Cal/OSHA and/or manufacturer before use.

10. When work involves the shutdown and de-energizing of critical hazardous energy sources, locking and tagging hazardous energy isolation points, etc. the energy control procedure and the process must be reviewed by the contractor and the district. Contractors should not perform any work on machinery/equipment/facilities without being provided and reviewing the district-specific Lockout/Tagout (LOTO) procedures. Whenever outside contractor personnel is to be engaged in LOTO activities of district processes, equipment, etc., the district's lockout or tagout procedures shall be followed. (CCR 3314 (k))

11. When work involves contractor(s) performing work that involves confined space entry (CSE), the district shall:

a) Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section, section 5158, or section 8355, depending on which section applies to the contractor.

b) Inform the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.

c) Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces.

e) The contractor will inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation. A copy of completed contractor CSE permits shall be reviewed and placed in the District’s project/safety files.

12. Contractor near misses and safety incidents are to be communicated to the district, and ensure an incident review is completed by the contractor and shared with the district. The contractor must provide a copy of any completed accident investigation involving any incident beyond first aid, especially in the case of a serious injury, 911 was called, or in the event of a fatality. The contractor and district will immediately inform each other when Cal/OSHA is called related to the on-site incident or is on-site to conduct an inspection or visit for any reason. No Cal/OSHA inspections should be conducted unless the district and contractor(s) on-site have been informed and are present.

13. Should district staff involved with contractor operations observe an unsafe condition or work practice being performed by a contractor (violation of district rules/unsafe work practices/not following Cal/OSHA regulations), district staff should stop interaction with the contractor and inform them that district staff will need to leave the site until conditions are corrected.

All communication should be backed up in writing. No direction should be given to the contractor as to the methods needed to correct issues. Staff shall immediately notify the appropriate district engineer, contract administrator, project manager, construction manager, construction inspector, or safety officer to report the conditions found and reasons for leaving the site.

14. On multi-employer worksites, both construction and non-construction, Cal/OSHA citations may be issued to all employers when the Division has evidence that an employee was exposed to a hazard in violation of any requirement enforceable by the Division:

(a) The employer whose employees were exposed to the hazard (the exposing employer).

(b) The employer who actually created the hazard (the creating employer).

(c) The employer who was responsible, by contract or through actual practice, for safety and health conditions on the worksite; i.e., the employer who had the authority for ensuring that the hazardous condition is corrected (the controlling employer).

(d) The employer who had the responsibility for actually correcting the hazard (the correcting employer).

Note: The employers listed in subsections (b) through (d) may be cited regardless of whether their own employees were exposed to the hazard.

**This model form/template must be customized to meet your Agency’s needs.**