

Contractor Safety Management

VPPPA Region IX Conference

May 19-21, 2009

Dan Drown, CIH, CSP



Drown Consulting, LLC

Environmental Health and Safety

DrownEHS.com

Objectives

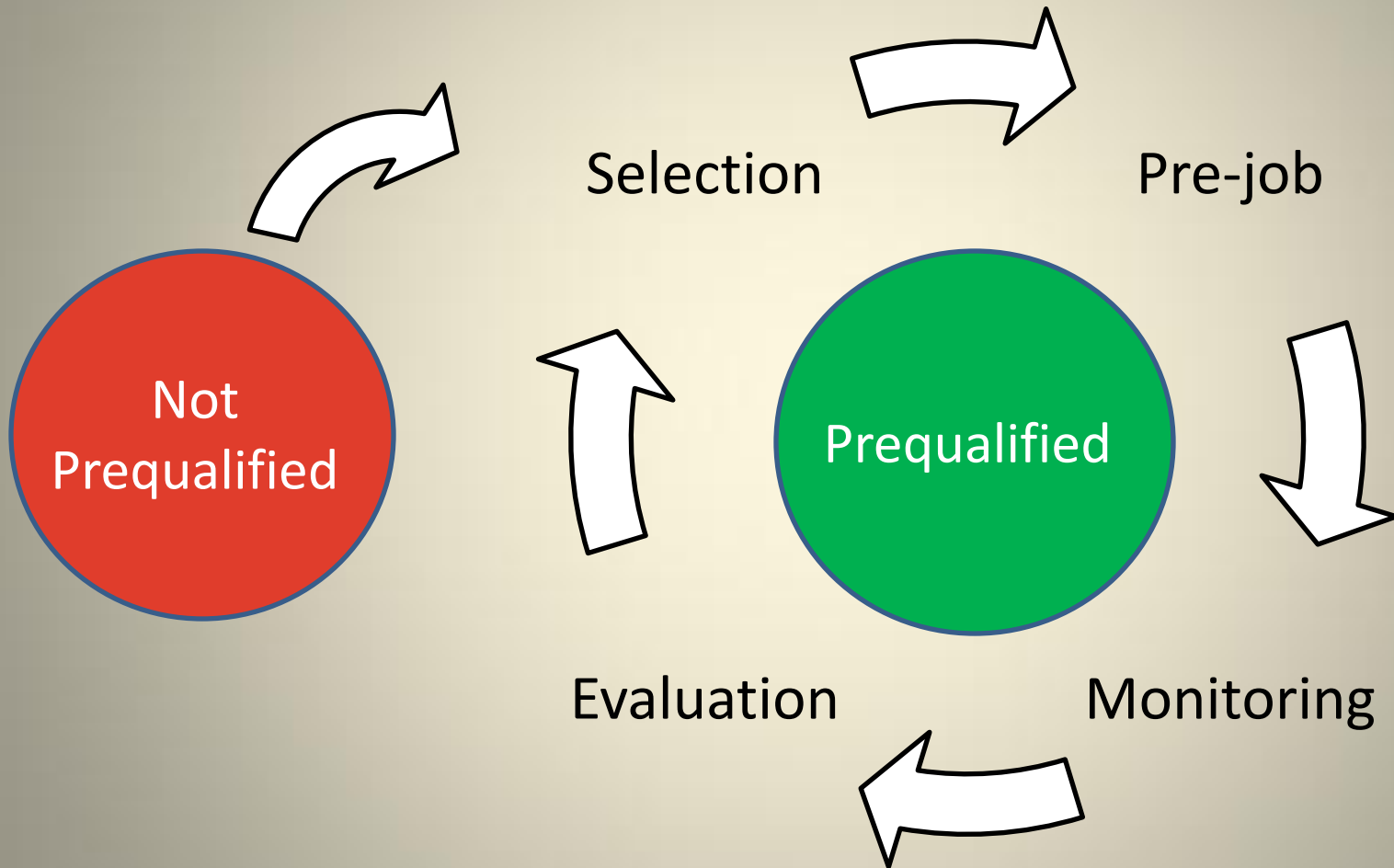
- Discuss basic elements of contractor EHS management program
 - Prequalification of contractors
 - Selection and approval
 - Pre-job activities
 - Work in progress monitoring
 - Performance evaluation



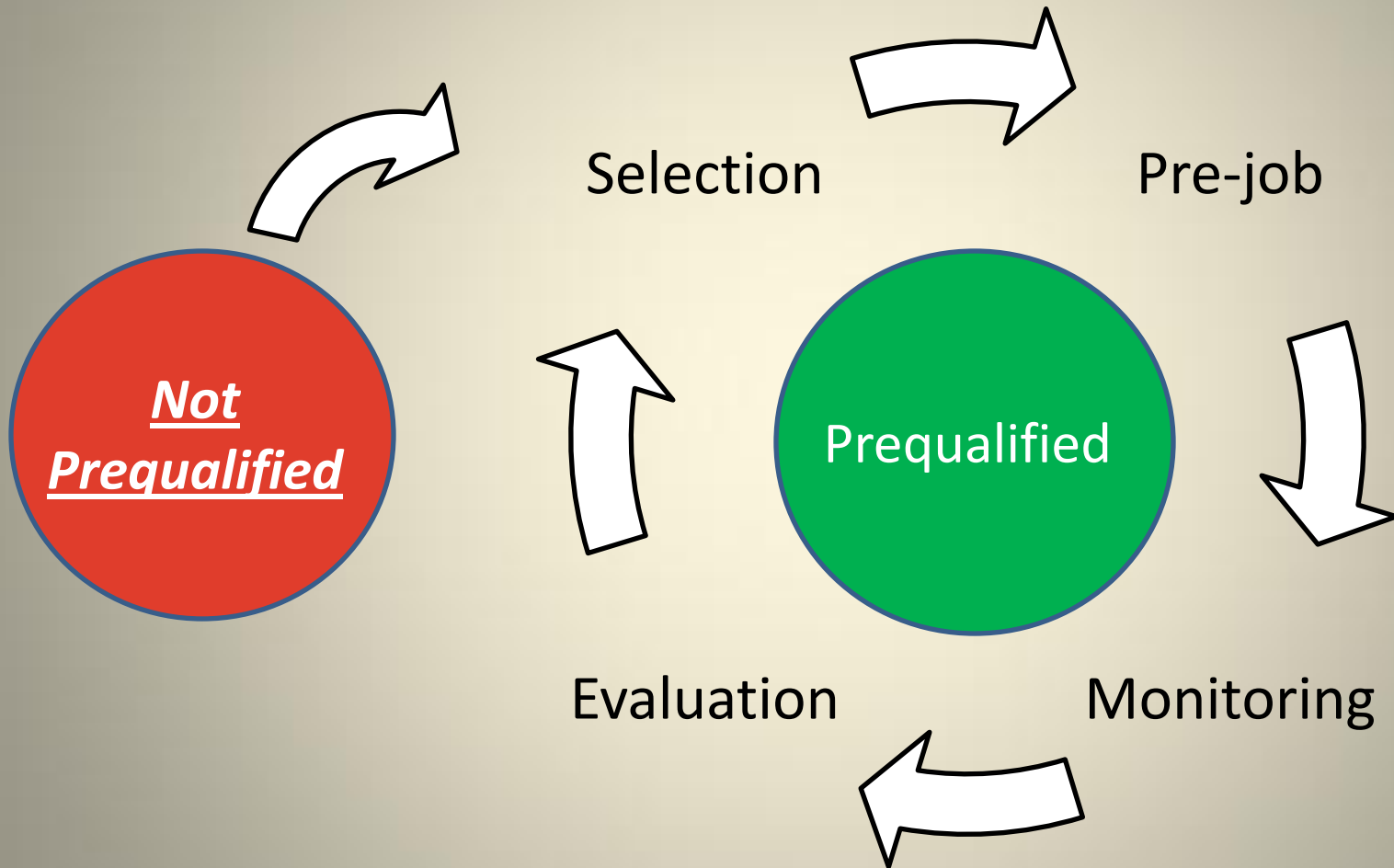
Contractors in the Workplace

- All businesses use contractors
 - Defined task
 - Continual presence ongoing service
- Businesses must manage contractors to avoid losses
- Significant losses can occur without a systematic approach to contractor safety and health management
- Temporary employee vs. contractor

Contractor Management System



Contractor Management System



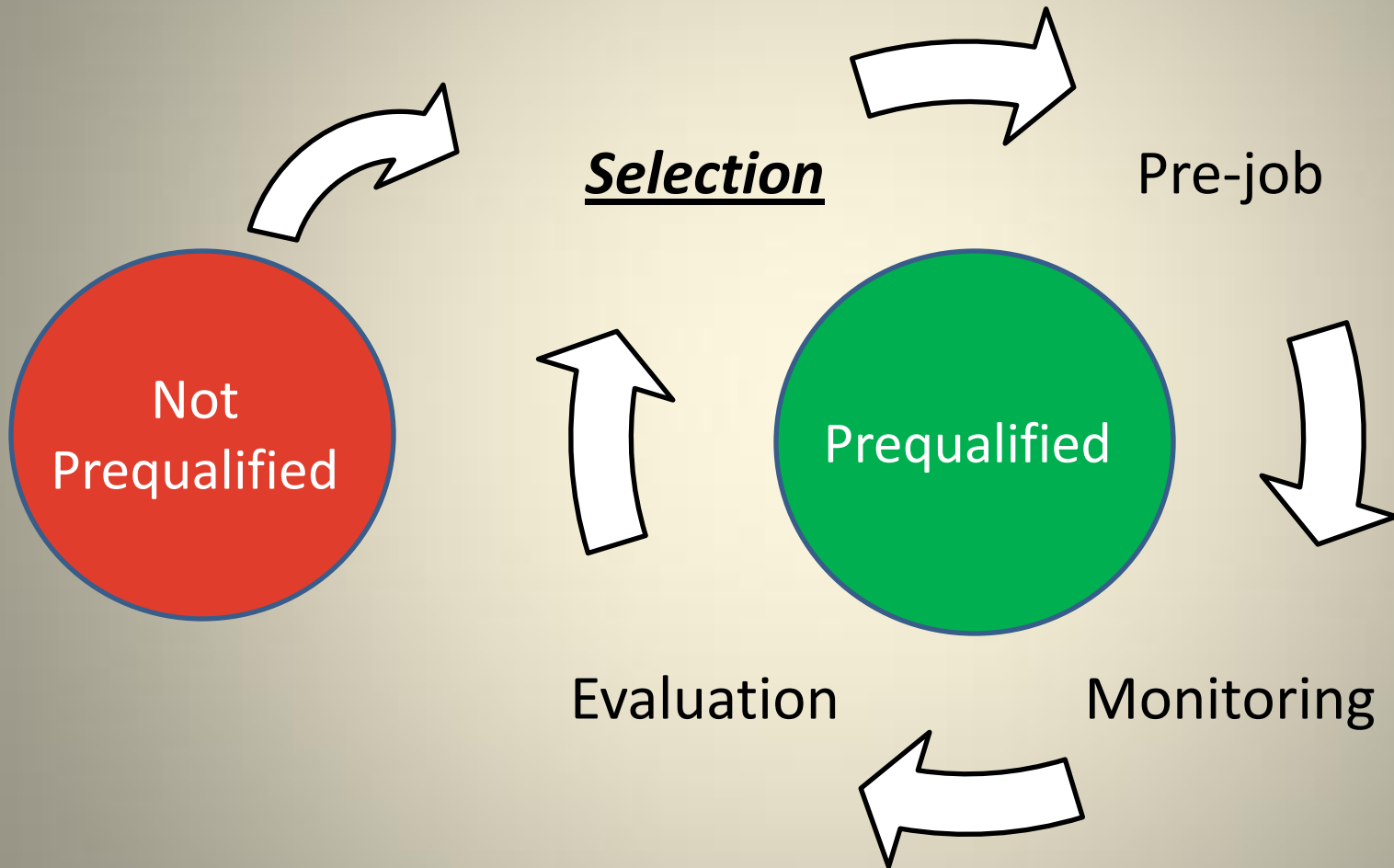
Prequalification

- A method for evaluating contractor safety programs and historical performance
- A method for assuring that the Company does business with contractors that have superior safety performance and excellent safety leadership
- Insurance verification

Prequalification

- Documented safety policy
- Documented EHS program
- Certification of GL & other insurance
- TRR rate < 50% of their industry average
- EMR < 1.0 (verification from insurance carrier)
- Substance abuse policy
- Copies of OSHA 300 log (last 3 years)
- Safety performance history (citations)

Contractor Management System



Selection and Approval

- Define scope of work
- Determine EHS requirements
- Issue bid package with requirements
- Conduct pre-bid meeting
- Review contractors bid proposal
- Award job based on ability to meet requirements

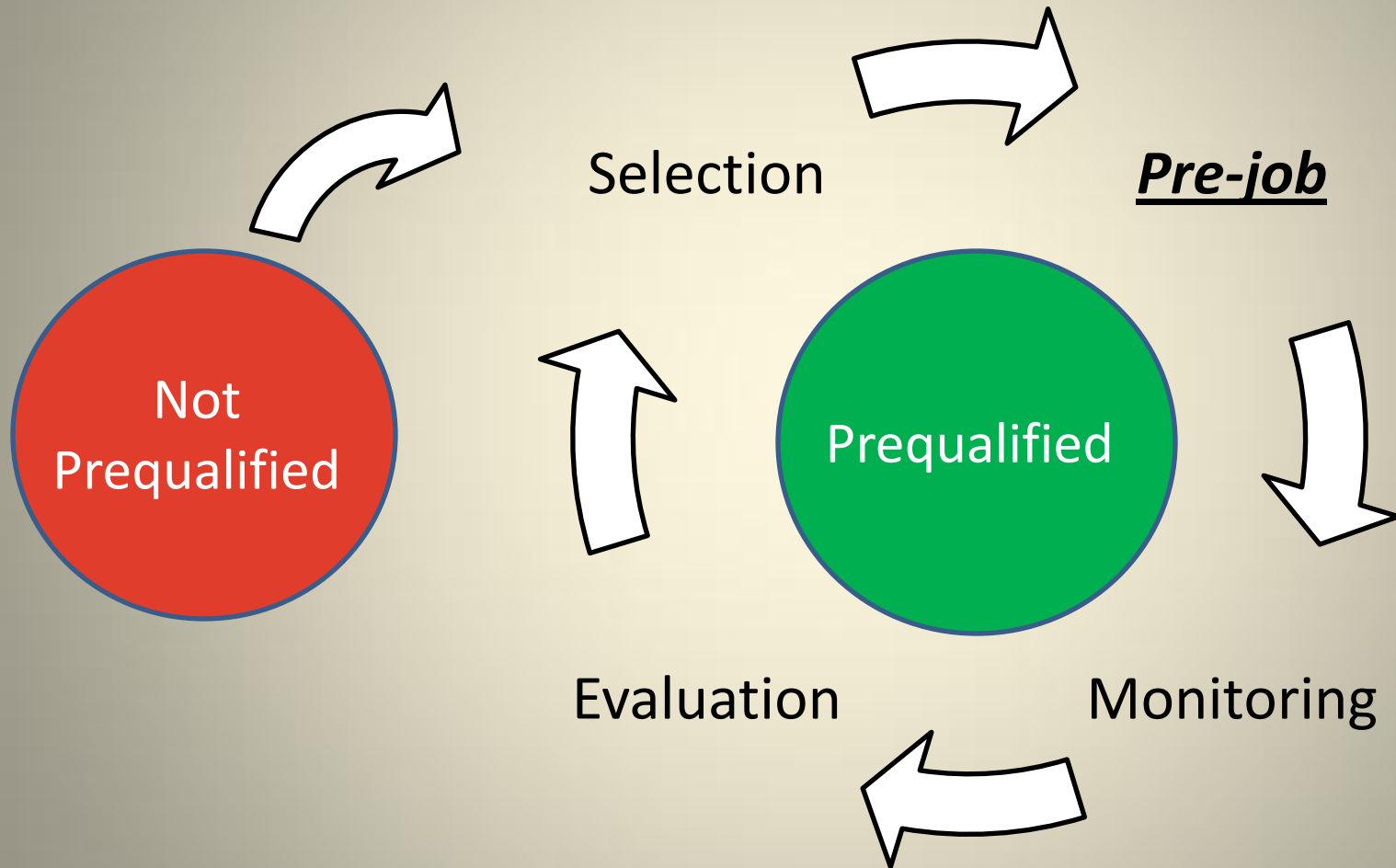
EHS Requirements

Contractor EHS Requirements Matrix



Company: _____ My company <input type="checkbox"/> can, <input type="checkbox"/> cannot, meet these requirements. Company Rep: _____ Signature: _____ Date: _____	Contractor Category (circle one or more) 1. Security 2. Janitorial 3. In-house services 4. Electrical 5. Plumbing 6. HVAC 7. Hazardous materials 8. Landscaping 9. Pest-control 10. Lab services 11. Construction 12. Other: _____												
	Requirements (shaded/checked boxes apply)	1	2	3	4	5	6	7	8	9	10	11	12
1. a) Environ. health & safety rules													
1. b) Environ. health & safety training													
2. Waste management													
3. Ground / surface water protection													
4. a) Hazard communication													
4. b) Personal protective equipment													
5. <u>Emerg.</u> procedures (incl. after hours)													
6. Injury and illness reporting													
7. Accident/incident investigation													
8. a) Laboratory safety													
8. b) Chemical safety													
8. c) Biological safety													
8. d) Radiological safety													
9. Housekeeping													
10. Ergonomics													
11. Elevated work													
12. Ladder safety													
13. Scaffolding													
14. Work area inspection													
15. Hot work permit													
16. Fire protection and prevention													
17. Lockout tag out													

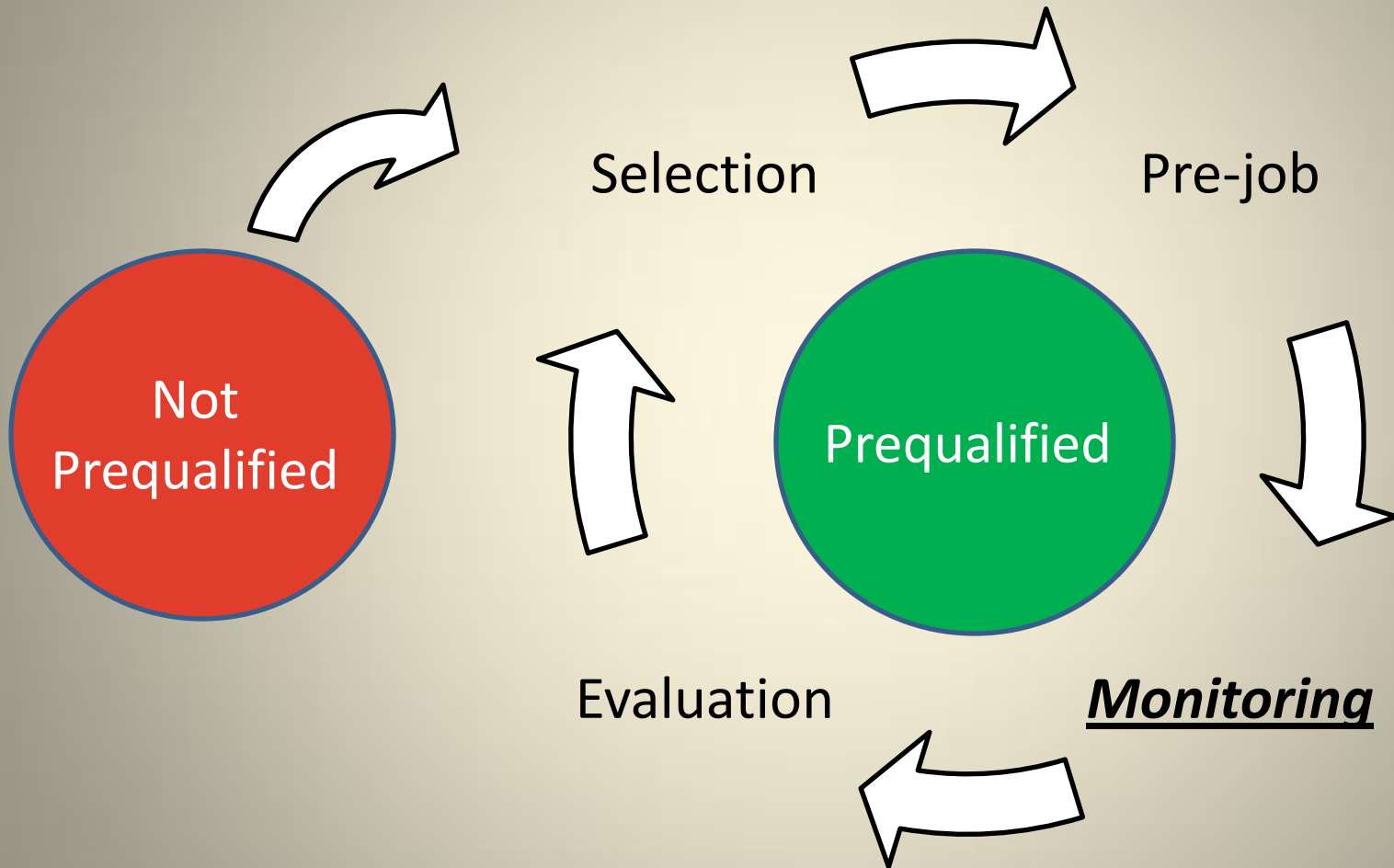
Contractor Management System



Pre-Job Activities

- Plant and area orientations
- Review EHS requirements
- High hazard jobs identified
- All contractor employees aware of requirements
- Set inspection frequency (work in progress)
- Contractor understands and agrees to comply

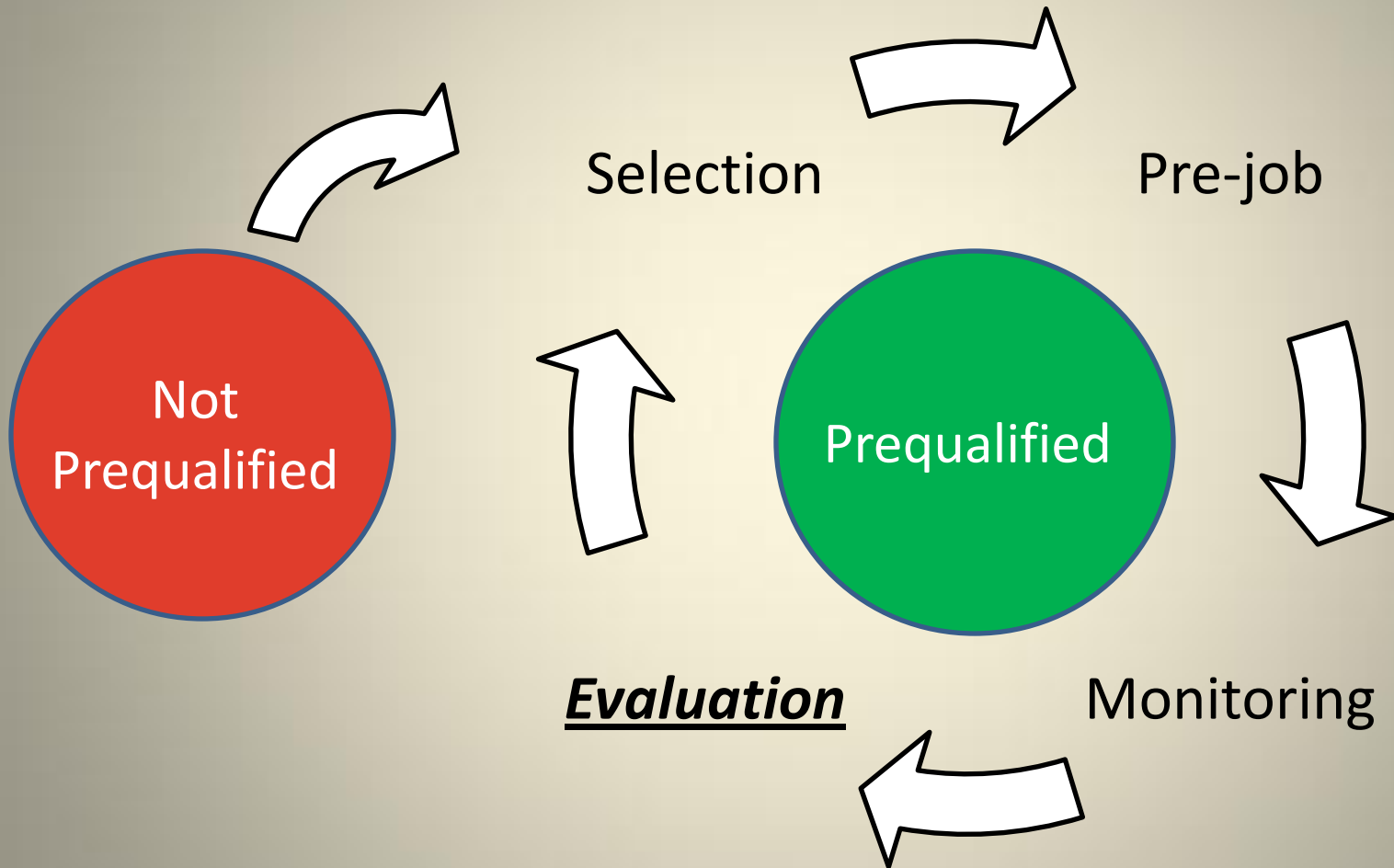
Contractor Management System



Monitoring and Supervision

- Work area inspection and behavior observation
- Contractor lead person participates
- Document findings and corrective actions
- Neither party should encounter surprises
- Provide immediate, constructive feedback to contractor

Contractor Management System




Performance Evaluation

- Critical element for ensuring continual EHS improvement
- Contractor performance affects pre-qualification status
- Provides a quality of work record
- Demonstrates responsible EHS management of contractor activities

Contractor EHS Inspection & Performance Evaluation

Contractor EHS Inspection & Performance Evaluation

 Contractor: _____ Date: _____ Completed by: _____	<u>After completing the form circle an overall rating for the Contractor</u> (5) Excellent (4) Above Average (3) Meets Requirements (2) Needs Improvement (1) Unacceptable	Needs	Immediate Improvement	Substandard	Not Applicable	Satisfactory
	Points of Inspection (refer to instructions on reverse side)					
1. Adherence to environmental health and safety rules						
2. Waste management						
3. Ground and surface water protection						
4. Personal protective equipment						
5. Emergency procedures						
6. Injury and illness reporting						
7. Accident/incident investigation						
8. Laboratory safety: chemical, biological & radiological						
9. Housekeeping						
10. Ergonomics						
11. Elevated work						
12. Ladder safety						
13. Scaffolding						
14. Work area inspection						
15. Hot work permit						
16. Fire protection and prevention						
17. Lockout tag out						
18. Compressed gas safety						
19. Welding cutting and brazing						
20. Vehicle safety						
21. Tools use & condition						
22. Electrical safety						
23. Demolition and dismantling						



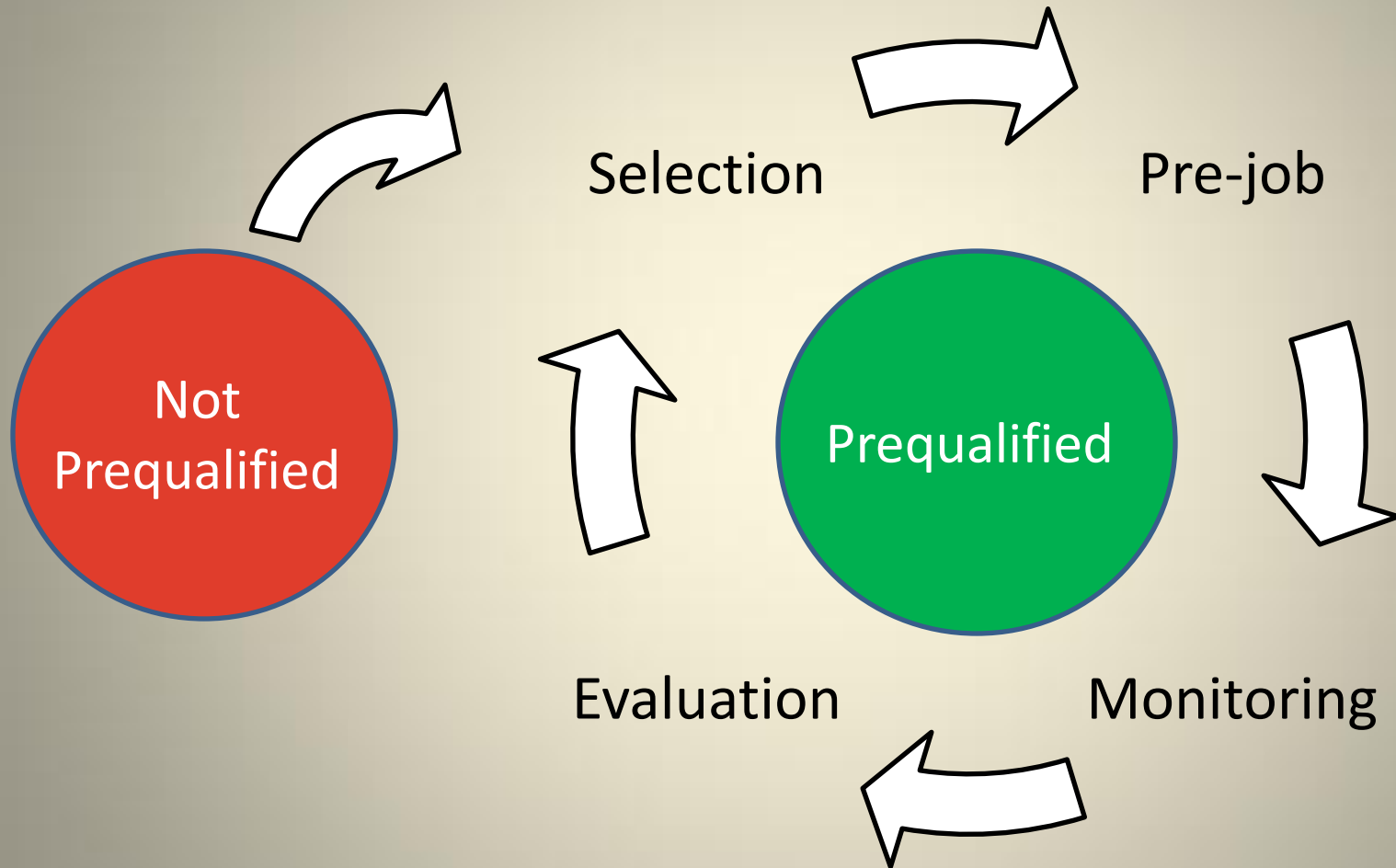
Contractor EHS Inspection & Performance Evaluation Continued

21. Tools use & condition					
22. Electrical safety					
23. Demolition and dismantling					
24. High pressure equipment					
25. Hoisting equipment					
26. Trenching and excavation					
27. Cranes					
28. Concrete cutting					
29.					
30.					
31.					

1. Do contractor employees work safely and follow site EHS rules? Excellent 5 4 3 2 1 Poor
2. Are contractor work areas kept clean and orderly? Excellent 5 4 3 2 1 Poor
3. Rate the overall quality of the contractor's work performance. Excellent 5 4 3 2 1 Poor
4. Comments (use Points of Inspection number if appropriate):

Reviewed by: _____ Date: _____

Contractor Management System



Comments, questions, discussion

Dan Drown, CIH, CSP



Drown Consulting, LLC

Environmental Health and Safety

619-666-8830

DrownEHS.com