

# GEORGIA INSTITUTE OF TECHNOLOGY CONTRACTOR SAFETY AGREEMENT FORM

This agreement must be reviewed and signed by all contractors/subcontractors prior to working at GEORGIA TECH.

**Contractor Company Name** \_\_\_\_\_ **Assigned Work Location(s)** \_\_\_\_\_

*Please initial each item.*

- \_\_\_\_ 1. All contractor personnel must wear appropriate work apparel including personal protective equipment, as required.
- \_\_\_\_ 2. Hazardous chemicals are present at GEORGIA TECH in certain buildings and operations. Contractor personnel must familiarize themselves with campus safety procedures and emergency evacuation plans for the area(s) they are working in.
- \_\_\_\_ 3. No hazardous or flammable chemicals may be brought on to GEORGIA TECH property without written approval from the EHS office. Material Safety Data Sheets are required, for any chemicals that are permitted on campus.
- \_\_\_\_ 4. Possession of alcohol, illegal drugs or firearms on GEORGIA TECH property is prohibited.
- \_\_\_\_ 5. Frayed or damaged extension cords/power cords are not permitted on GEORGIA TECH work sites.
- \_\_\_\_ 6. The contractor is responsible for maintaining good housekeeping in and around their work area.
- \_\_\_\_ 7. The contractor will not discharge any chemicals, paints, oils, etc. substance to any drain without approval from GEORGIA TECH Facilities Project Manager or the EHS Office.
- \_\_\_\_ 8. Any contractor personal or property accidents or cases of job related injuries/illnesses must be immediately reported to GEORGIA TECH Facilities Project Manager.
- \_\_\_\_ 9. Contractors/subcontractors shall know the location of the nearest fire extinguisher; pull station alarm and first aid equipment. In the event of a fire/emergency notify the nearest GEORGIA TECH employee and the Facilities Project Manager.
- \_\_\_\_ 10. Contractor safety meetings must be held as needed to communicate job-site safety information for all contractors regularly working on GEORGIA TECH property for extended periods of time.
- \_\_\_\_ 11. Contractor work will be periodically monitored by the Facilities Project Manager and the EHS office to ensure adherence to GEORGIA TECH requirements.
- \_\_\_\_ 12. Emergency and evacuation procedures shall be explained to the contractor by the Facilities Project Manager or designee prior to beginning work.
- \_\_\_\_ 13. A Hot Work Permit must be completed and signed by the GEORGIA TECH EHS Fire Marshal before any torch-cutting, welding or other similar heat-generating work begins. (Permit forms maybe obtained from the EHS website at [www.ehs.gatech.edu](http://www.ehs.gatech.edu).)
- \_\_\_\_ 14. Depending on the nature of the contractor's activities, the following permits must be issued prior to beginning work: Confine Space Entry Permit, Roof-Top/Ceiling Permit and Excavation/Trenching (Permit forms maybe obtained from the EHS website at [www.ehs.gatech.edu](http://www.ehs.gatech.edu).)

All contractors are required to sign, in agreement that they have received a copy of the Contractor Safety Agreement Form and have read and fully understand its contents. This form must be returned to the EHS office and kept on file by the Facilities Project Manager.

The undersigned contractor represents and warrants that they shall comply with all applicable Federal, State and Local laws, regulations and rules while engaged to perform services for GEORGIA TECH. Any contractors/subcontractors who violate these rules may be precluded from conducting work for GEORGIA TECH. The contractor is also responsible for ensuring that all employees and subcontractors comply with these rules.

<b>Contractor/Subcontractor/Laborer</b>		
_____ Print Name	_____ <i>Signature</i>	_____ <i>Date</i>
<b>Assigned Facilities Project Manager</b>		
_____ Print Name	_____ <i>Signature</i>	_____ <i>Date</i>