

GEORGIA INSTITUTE OF TECHNOLOGY
ENVIRONMENTAL HEALTH AND SAFETY
CONTRACTOR SAFETY PROGRAM

PURPOSE

GEORGIA TECH has implemented the following contractor safety program for our worksites so that on the job injuries are minimized and work practices are standardized. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely and to minimize the possibility of injury or harm to faculty, staff, students, and contractors.

SCOPE

To establish guidelines to ensure that contractor safety orientation, coordination, and safety administration practices are communicated to and understood by contractors working at GEORGIA TECH. This document is provided to ensure all institutional safety plans, policies and procedures are communicated to all participating contractors. It also provides an avenue for contractors to communicate their safety plans, policies and procedures to the institute.

DEFINITIONS

- **Contractors:** are persons not directly employed by the institute who provide specific labor or services.
 - Examples of Contractor Employers are:
 - Construction Companies
 - Utility Service or Repair Companies
 - Janitorial Services
 - Pest Control Services
 - Road Repair
 - Raw Product Suppliers

- **Hiring Manager:** person who initiates hiring of a contractor to service at Georgia Tech and has authority to halt contractor work from being done when unsafe conditions are present.

RESPONSIBILITIES

EHS has implemented responsibilities that specifically measure contractors working on institutional premises to prevent injuries or illnesses to faculty, staff, students, and contractors.

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Hiring Manager Responsibilities include:

The Hiring Manager in consultation with the General Safety Office shall ensure that contract employers are informed of all potential fire, explosion, or toxic release hazards related to their specific processes performed on Institute grounds.

The Hiring Manager shall:

- *Provide contractor with “Contractor Safety Agreement Form”. Both shall review and sign prior to contractor working at GEORGIA TECH. A copy of the completed form must be sent to the General Safety Office via mail, fax or email:*
ATTN: EHS General Safety Office: Mail Code: 0465
Fax: (404) 894-5042
Email: generalsafety@ehs.gatech.edu
- Review of contractor safety history prior to hire
- Conduct contractor safety briefings before work commences
- Requiring submission and review of contractor/vendor safety procedures
- Providing information to contractor employer regarding chemical materials to which contractors' employees may be exposed
- Monitoring contractor performance periodically or at all times on-site.
- Report all contractor injury/illness and incidents to EHS

General Safety Responsibilities (if requested) include:

The General Safety office will aid in ensuring safety of faculty, staff and students through requested inspections over particular worksites before contractor work is conducted (i.e. scaffold inspection, soil classification, trench inspection etc.).

General Safety shall:

- Review “Contractor Safety Agreement Form”
- Before any work begins, determine from the Hiring Manager and contractor whether the contract work presents any unique hazards (Per Hiring Manager request)
- Perform particular worksite inspection for Hiring Manager (if requested)
- Retain a copy of the Contractor information and evaluation in their files

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Contractor Responsibilities include:

Whenever contractors are hired to perform any kind of work, they must submit information about their safety program and performance to the Hiring Manager. Their safety program must include extensive training of contract employees on safe working procedures following all State and Federal guidelines (i.e. OSHA, NFPA, EPA, GEPD etc.) specific number of year's trained and all major accidents or incidents.

Contractors shall:

- *Prior to work being done, meet with Hiring Manager to review, sign and abide by the Contractor Safety Agreement*
- Provide training to contract employees specific to services they are to providing and forward documentation to Hiring Manager
- Review of critical institutional procedures and requirements

Contractor Compliance

Contractor activities are managed to prevent injury or illness to all persons who enter the institutional premises, and to prevent property damage and/or production interruption. EHS has defined and clearly communicated responsibility for managing all contractor activity while on institutional property through the contractor program.