

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. Return signed form to generalsafety@ehs.gatech.edu.

Contractor Company Name _____

Assigned Work Location(s) _____

Please initial each item attesting your agreement below.

____ 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. Safety Data Sheets are required, for any chemicals that are permitted on campus.

____ 4. Possession of alcohol, illegal drugs, tobacco 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/Hiring Manager or the EHS Office.

____ 8. Any contractor personal or property accidents or cases of job related injuries/illnesses must be immediately reported to the Hiring 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 Hiring 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 Hiring Manager or designee prior to beginning work.

_____13. A Hot Work Permit must be completed and signed by the GEORGIA TECH EHS Fire Safety Manager before any torch-cutting, welding or other similar heat-generating work begins. (Permit forms may be obtained from the EHS website at ehs.gatech.edu.)

_____14. Depending on the nature of the contractor's activities, the following permits must be issued prior to beginning work: Confined Space Entry Permit, Roof-Top/Ceiling Permit and Excavation/Trenching (Permit forms may be obtained from the EHS website at ehs.gatech.edu.)

_____15. Prior to any work being done contractors/subcontractors shall be responsible for locating all surface and subsurface utilities in the path of their work, findings must be brought to Project Manager. This includes the use of ground penetrating radar (GPR) to determine the existence of rebar, post-tension cable, wiring, piping, ducts, conduits or any other municipal or public services on or beneath the area of construction.

_____16. Contractors should not use GEORGIA TECH equipment. If exceptions must be made, GEORGIA TECH Project Manager must contact EHS General Safety.

All contractors are required to sign, in agreement and adherence to the contents of the Contractor Safety Agreement Form and 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.

Contractor/Subcontractor

Print name

Signature

Date

Assigned Facilities Project Manager

Print name

Signature

Date