

New Mexico Institute of Mining & Technology



Contractor Safety Verification Policy

BASIS: When New Mexico Tech arranges to have Contractors perform work on our site, certain safety precautions need to be implemented. If this involves activities that may put personnel at risk, New Mexico Tech must inform them that the workplace contains specific hazards and that the work to be done is permitted only if applicable safety practices are followed.

GENERAL: New Mexico Tech will review safe work practices used by all Contractor personnel to provide for the control of hazards during operations such as lockout/tagout, confined space entry, welding, opening process equipment or piping and general safety within our facility.

The Safety Director will evaluate past performance in selecting a Contractor, to obtain information regarding the contract employer's safety performance and programs to ensure that occupational safety and health programs have been established and are being followed.

Contents of the Contractor Safety Verification Program

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CONTRACTOR SAFETY VERIFICATION PROGRAM

1. Written Program. New Mexico Tech will review and evaluate this standard practice instruction:
 - On an annual basis
 - When changes occur to 29CFR, that prompt revision of this document.
 - When facility operational changes occur that require a revision of this document.
 - Where there is an accident or close-call that relates to this area of safety.
 - When changes occur to a related document that prompts a revision of this document.
 - Anytime the procedures fail.

This program encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

2. Statement of Program. This policy is designed to establish a screening process so that we may hire and use Contractors who accomplish the desired job tasks without compromising the safety and health of employees. The Contractor must assure that contract employees are trained on performing the job safely of the hazards related to the job, and other applicable provisions of the OSHA Standards. This instruction describes a systematic approach that will be used to evaluate Contractor personnel used in the conduct of business at this facility.
 - 2.1 Initiation of work. All contract employers will be informed, prior to the initiation of the Contractors' work at the site, of the applicable provisions of the facility emergency action plan and all other required information as required by the relevant OSHA Standard.

3. Contractor Prequalification Program. As a means to assure that contract employees follow all applicable safety rules, to include safe work practices. The following criteria and information relating to the Contractor will be reviewed before any contract for work on site is approved:
 - 3.1 Information relating to contract employers' safety performance and programs;
 - 3.2 Methods of informing the Contractor (and our personnel) of known potential hazards related to the Contractor's work and applicable provisions of the facility emergency action plan;
 - 3.3 Safe work practices to control the entrance, presence and exit of contract employers and contract employees in covered process areas, or other areas where known hazards exist;
 - 3.4 Evaluation of Contractor employer performance in complying with specific safety standards;
 - 3.5 Contract employee injury and illness logs related to safety standards; and
 - 3.6 A list of unique hazards presented by Contractors' work or potential hazards generated by the contractor in the workplace that are reported to this employer.

4. Routing Contractor Compliance Inspections. Routine Contractor compliance inspections will be conducted periodically when contractors are on site. The inspection will be conducted to discover conditions and work practices that do not conform to best management practices regarding Contractor safety compliance.
 - 4.1 Inspection intervals. The Safety Director will coordinate random inspection dates and times.
 - 4.2 Inspection report. The Safety Director will develop a Contractor safety report based on the inspection items noted, during the inspection.
 - 4.2.1 The report will be distributed immediately to personnel responsible for correcting deficiencies noted during the inspection.
 - 4.2.2 The report will be distributed to all supervisors and key management personnel affected by the Contractor's operation. Supervisors will brief the results to all employees under their control. Any employee requesting to be placed on the distribution list will be accommodated.
 - 4.2.3 Any deficiencies noted would be immediately corrected by the contractor or a "stop work" order will be issued.

5. Contractor Safety Meetings. A well ordered flow of information is essential to a good Contractor Safety Verification Program. New Mexico Tech, through on-site meetings will evaluate the effectiveness of Contractor Safety Programs.
 - 5.1 Contractor meeting schedules. Contractor safety meetings will be attended on a random basis, and when operational changes to equipment, facilities, or the job occur that impacts the Contractor Safety Verification Program.

6. Specific Safety Standards Requiring Contractor Safety Compliance. The following standards will be reviewed if the contractor engages in activities that could fall under the jurisdiction of the specific standard.
 - 29 CFR 1910.134 Respiratory Protection
 - 29 CFR 1910.146 Confined Space
 - 29 CFR 1910.147 Lockout Tagout
 - 29 CFR 1910.178 Powered Industrial Trucks
 - 29 CFR 1910.252 Welding Safety
 - 29 CFR 1910.1200 HAZCOM
 - 29 CFR 1910.66, 119, 128, 129, 130, 131 Fall Protection

7. Contractor Training Compliance. All Contractors will ensure that their employees are properly trained about the known fire, explosion and or toxic hazards, uncontrolled energy, confined spaces and any other hazard related to their jobs.
 - 7.1 Contractors used by New Mexico Tech are required to provide training to their employees in the work practices necessary for their specific job. Whenever there are outside Contractors present, coordination with New Mexico Tech is mandatory. For example, New Mexico Tech will coordinate with the Contractor (and vice versa) when equipment cannot be touched, re-energized or restarted.
 - 7.2 The training provided by the Contractor, to the Contractor's employees shall be equivalent to the training required for their direct hire employees. The responsibility of training Contractor employees remains with the Contractor employer.
 - 7.3 Contractors used by New Mexico Tech must:
 - 7.3.1 Assure their employees are trained in safe work practices needed to perform the job.
 - 7.3.2 Assure that their employees are instructed in the known potential fire, explosion, or toxic release hazards related to the job and the applicable provisions of the facility emergency action plant.
 - 7.3.3 Document the required training and the means to verify their employees have understood the training.
 - 7.3.4 Assure their employees follow the facility safety rules and work practices.
 - 7.3.5 Advise this employer of unique hazards presented by the Contractor's work.

8. Contractor Safety Questionnaire. The following questionnaire will be used to provide an initial assessment of the scope of a Contractors Safety Program.

CONTRACTOR SAFETY INFORMATION

The purpose of this questionnaire is to provide New Mexico Tech with necessary information about your company's safety program. All items must be completed.

Company Name: _____

Address: _____

Safety Director: _____

Phone Number: _____ Fax Number: _____

1. Accident/Injury Experience

Using last year's OSHA Log or Worker's Compensation Documentation, fill in the following:

- Number of recordable injuries/illnesses _____
- Number of restricted work days _____
- Number of lost work days _____
- Number of fatalities _____
- Employee hours worked last year _____
- Number of injuries/illnesses requiring hospitalization _____

2. Safety Program

- Does your company have a written safety program? _____
- Is the program revised/update annually? _____
- Does your written program contain a statement that your company abides by all federal (OSHA), state and local rules and regulations relating to safe work practices? _____
- Do you have a new hire orientation program pertaining to safety training? _____
- If your company has a handbook, please submit a copy. If not, please list any training: _____

- Do you have a foreman safety training program? _____
- If yes, please include an outline.
- Do you conduct regular safety meetings? _____
- Do you generate accident investigation reports? _____
- Do you perform project safety inspections? _____
- Who conducts them and how often? _____

3. Lockout/Tagout

Does the work you are submitting a bid for involve any "Lockout/Tagout" situations? _____

If yes, please submit a copy of your written Lockout/Tagout procedures.

4. Hazard Communication

Does the work you are submitting a bid for involve the use of any "Hazardous Substances"? _____

If yes, please submit a copy of your written hazard communication program and material safety data sheets for any hazardous substance that you will be using in your work.

5. Confined Spaces.

Does the work you are bidding involve working in a Confined Space"? _____

If yes, please include your work plan, copies of training certification of the pertinent employees, entry permit and who will be in the confined space permit-require.

6. Elevated Work and Fall Protection

Does the work that you are submitting a bid for, involve "Elevated Work"? _____

If yes, submit a copy of your fall protection and elevated work rules program.

7. Powered Industrial Vehicles

Does the work that you are submitting a bid for involve the use of any powered industrial vehicles? _____

Have designated people been trained on such? _____

8. Respiratory Compliance

Does your company have a written respiratory program? _____

Have employees been fit-tested quantitatively or qualitatively? _____

Do you have established medical surveillance procedures? _____

What type of respiratory training has your employee had? _____

What type of respiratory equipment are they permitted to wear? _____

List the key on-site people you would use for this project.

Name: _____ Title _____

Name: _____ Title _____

Return this completed form to: Mark Waggoner
Director, Safety & Health
New Mexico Tech
801 Leroy Place
Socorro NM 87801

Form can be found in Safety Program Appendix.