



An Overview of Contractor Safety Management

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An Overview of Contractor Safety Management

It is estimated that contractors fill one of every five jobs in the United States and are expected to make up nearly half our workforce within the next decade. They bring with them varying degrees of occupational health and safety knowledge, training and experience, making it difficult for organizations to manage workplace safety.

Contractors are necessary at least some of the time at most facilities to conduct work that cannot be done by on-site personnel due to either lack of expertise or lack of time.

Agenda

- Contractor Definition
- Selecting Contractors
- Site Orientation
- On-Site Management
- What About Shutdowns?
- Post-Job Evaluation
- Conclusions



Agenda

- *Contractor Definition*

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Contractor Definition

A contractor is a person or company that undertakes a contract to provide materials or labor to perform a service or do a job.





Contractor Definition

OSHA's PSM requirements apply to contractors performing maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a covered process.

It does not apply to contractors providing incidental services which do not influence process safety, such as janitorial work, food and drink services, laundry, delivery or other supply services.

This may include those drivers who load/unload PSM chemicals such as flammable liquids, anhydrous ammonia, and others on the list of Highly Hazardous Chemicals, and participate in the process.

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Selecting Contractors

When selecting a contractor, the site should consider the contractor's safety record in addition to its ability to complete the project or work required.





**Occupational Safety
and Health Administration**

Selecting Contractors (Cont.)

The site needs to clearly establish expectations regarding its contractors' safety preparedness and performance. Legal contract language should require their compliance with federal, state and local regulatory requirements, along with company-specific health and safety requirements.

Selecting Contractors (Cont.)



Requirements may also include participation in the company's safety prequalification program administered through a third-party provider and maintenance of an acceptable safety score in their contractor management system.



Selecting Contractors (Cont.)

In addition, PSM requires that the site, when selecting a contractor, shall obtain and evaluate information regarding the contract employer's safety performance and programs.

Selecting Contractors (Cont.)

The site should consider a similar evaluation for all areas. Safety performance documents include, but are not limited to:

- Training & Certifications (Records should include verification of understanding of training)
- Experience Modification Rate (EMR)
- Incident rates
- OSHA 300 logs
- Incident Reports

Selecting Contractors (Cont.)

EMR

Experience Modification Rate (EMR) is a numerical rating insurance companies use to evaluate a company's safety record. The average EMR is set at 1.0. An EMR less than 1.0 indicates a better than average safety record.

Incident Rates

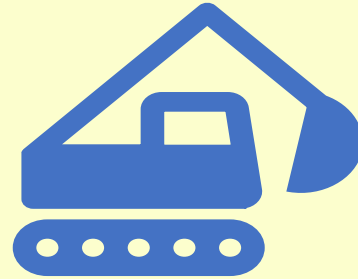
Rates based on OSHA 300 log data for the past few years may include:

TRIR – Total Recordable Incident Rate.

DART Rate – Days Away, Restrictions, Transfers.

LWDR – Lost Work Day Rate

Selecting Contractors (Cont.)



Training and Certifications

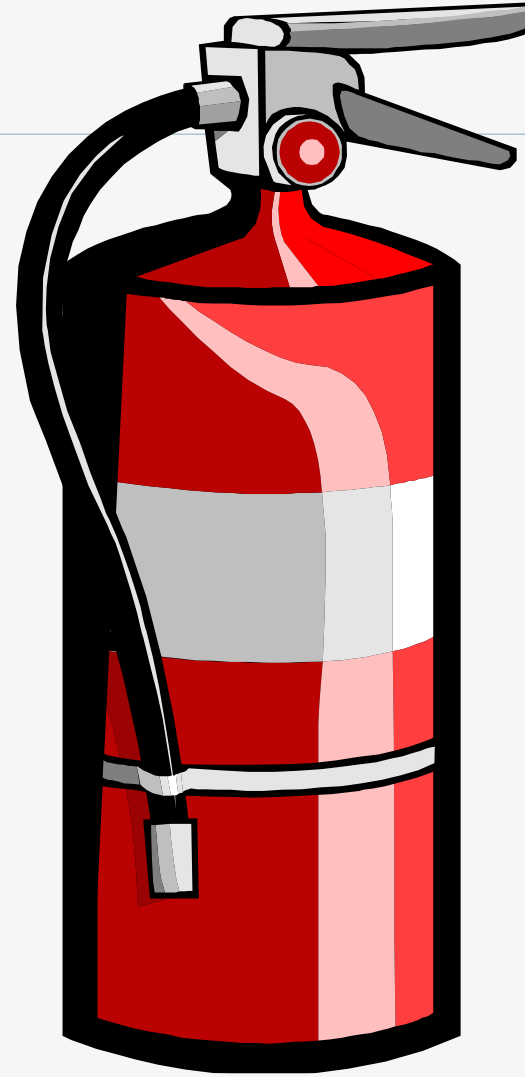
- Forklift and other rolling stock training, such as aerial and scissor lifts
- Crane operator
- Excavating equipment

(Note: Are contractors supplying their own equipment?)

Selecting Contractors (Cont.)

Training and Certifications

- Welding certification
- Inspector certifications (API, scaffolds, boiler, etc.)
- Electrician
- Confined space entry and rescue
- Site SOPs related to contractor's work
- Fire Watch & Hole Watch

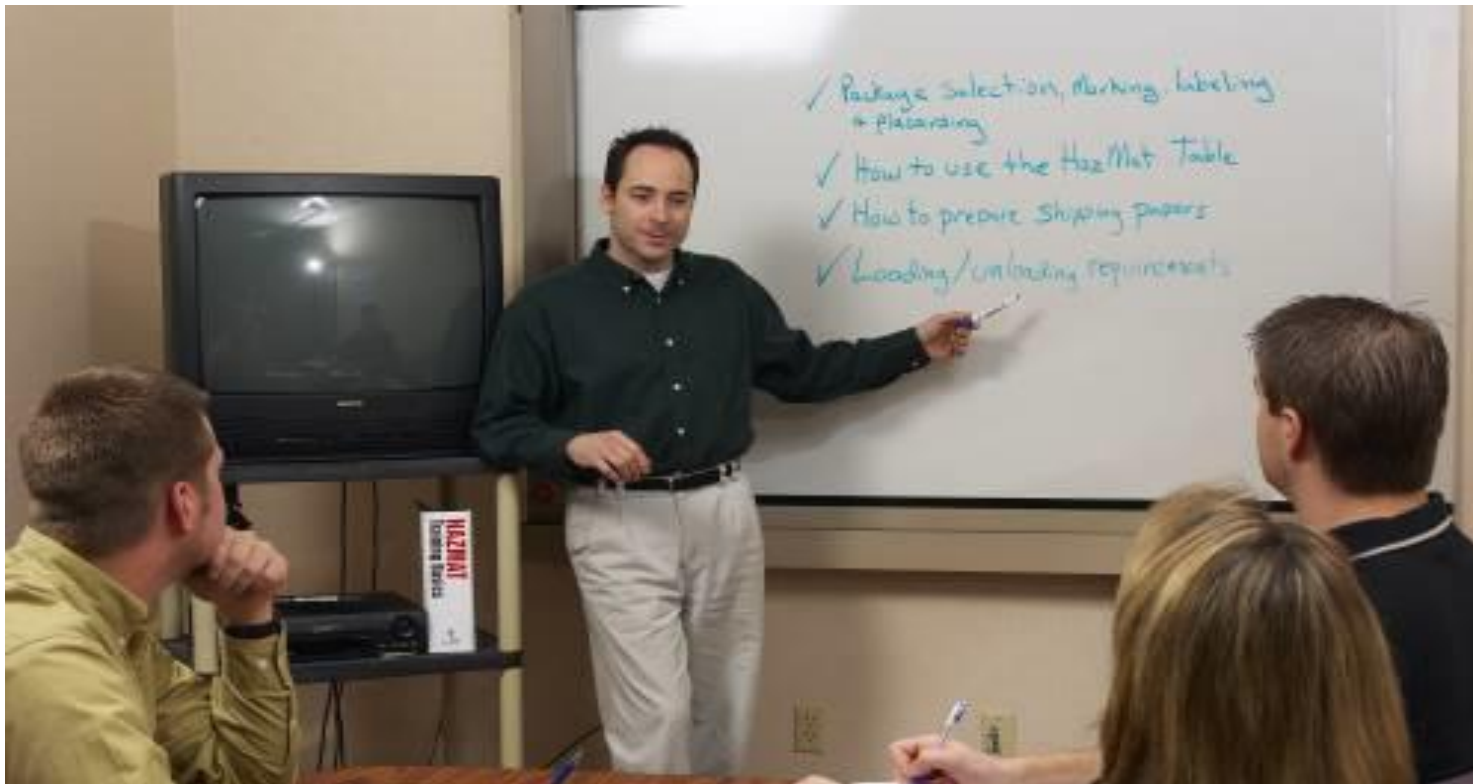


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Site Orientation



After a contractor has been approved the contract employees need to be introduced to the site and the area(s) where they will be working, as well as the safety-related expectations. This is usually done through a site orientation. This orientation should be documented.

Site Orientation (Cont.)

Important aspects of a site orientation:

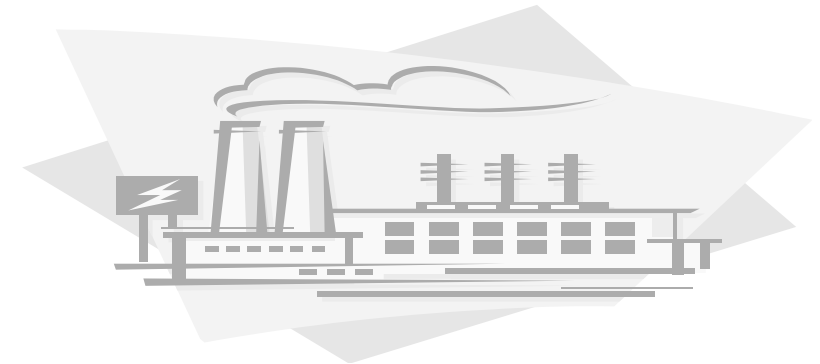
- Safety Expectations
- PPE Required & Clothing Requirements
- Incident & Accident Reporting
- Pre-Job Briefing/Job Hazard Analysis



Site Orientation (Cont.)

Important aspects of a site orientation:

- Site Layout and Access
- Sign-in & Sign-out
- Communication
- Housekeeping
- Smoking, drug, & alcohol policies



Site Orientation (Cont.)

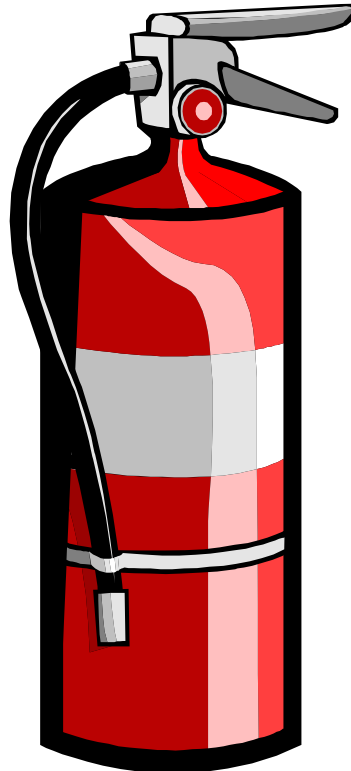
Important aspects of a site orientation:



- Work Permits
(Confined Space, Hot Work, LOTO, etc.)
- Emergency Action Plan
- Excavations & Critical Lifts

Site Orientation (Cont.)

Important aspects of a site orientation:



- Fire Extinguishers
- Showers/Eyewash
- First Aid cabinet locations
- Alarms
- Hazard Communication

Site Orientation (Cont.)

Hopefully, this does not happen:



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On-Site Management

Contractors need to follow site rules and guidelines, as well as regulatory agency requirements while conducting work.



- Audits and inspections of work and adherence with site permits and SOPs and document the results.
- Work with the contractor safety representative, if applicable.
- Communicate with the workers during walkthroughs. Ask questions and listen to feedback.
- Conduct meetings with the contractors if site conditions change

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What About Shutdowns?

Here is an important thing to keep in mind regarding shutdowns: Always have a plan, but remember



“Everybody has a plan until
they get punched in the
face.”

- Mike Tyson

During a shutdown you are going to get punched in the face.

What About Shutdowns (Cont.)?

A shutdown presents a complex situation that includes scores of extra personnel on site and multiple jobs occurring simultaneously and in close proximity to one-another. Some potential problem areas that could affect safety include:

- Access to site in timely manner
- The permitting process
- Vehicle traffic
- Monitoring work activities
- Availability of tools, ladders, rolling stock, etc.



What About Shutdowns? (Cont.)

Here are some things to keep in mind regarding potential shutdown issues:

- Have additional site access and sign-in stations for contractors
- Have permit issuing stations, lockout equipment, and extra personnel on hand for lockouts
- Install temporary signage and communicate vehicle restrictions
- Consider extra safety personnel for walkaround, checking permits, etc.
- Rent additional gas monitors, rolling stock, etc. Have contractors supply their own.



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Post-Job Evaluation

After the job or project is finished, an evaluation of the work from a safety perspective should be conducted. This evaluation should include:

- Compilation and review of data from audits and inspections of work and permits completed.
- Review of any incidents, such as spills and injuries.
- Discussions with contractor supervisors regarding their perspective of safety at the site.

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Conclusions

In order for a contractor project to be considered successful from a safety standpoint, the contractor must feel safe working at your site and site personnel must feel safe working with the contractors.

The keys for making this happen are:

- Qualified contractors
- Training and orientation
- Communication
- Monitoring

That's all Folks!



Questions?

✨ Feedback Survey ✨



Your feedback is important to me!