

**STANDARD PRACTICE INSTRUCTION**

**DATE:** Updated July 31, 2023

**SUBJECT:** Contractor Safety Verification Program

**REGULATORY STANDARD:** OSHA - 29 CFR

**BASIS:** It is the responsibility of the host facility/company to ensure the safety of all workers conducting business on the site. When an employer arranges to have employees of another employer (Contractors) perform work that involves activities that may put personnel at risk, the host employer must inform the Contractor that the workplace contains specific hazards and that the work to be done is permitted only if all workers have the proper training, equipment and work conditions to accomplish the task(s) in a safe manner.

**GENERAL:** This employer will ensure that safe work practices are used by 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. Salisbury University will ensure that, when selecting a Contractor, we obtain and evaluate information regarding the contract employer's safety performance and programs to ensure that occupational safety and health policies have been established and are being followed.

**RESPONSIBILITY**

Manager is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Manager will monitor the basic elements in this program, and is the sole person authorized to amend these instructions.

**Contents of the Contractor Safety Verification Program**

1. **Written Program.**
2. **Statement of Policy.**
3. **Contractor Prequalification Policy.**
4. **Routine Contractor Compliance Inspections.**
5. **Contractor Safety Meetings.**
6. **Specific Safety Standards Requiring Contractor Safety Compliance.**
7. **Contractor Training Compliance.**
8. **Contractor Safety Verification.**

## **Salisbury University Contractor Safety Verification Program**

**1. Written Program.** This employer will review and evaluate this standard practice instruction:

On an annual basis

When changes occur to 29 CFR, that prompt revision of this document

When facility operational changes occur that require a revision of this document

When there is an accident or close-call that relates to this area of safety



5.1 Contractor meeting agendas. The Safety Manager and/or Project manager will present agenda items serving various topics of importance to the Contractor Safety Verification Program. The agendas will be flexible. They will be intended to ensure the highest degree of compliance to existing regulations.

5.2 Contractor meeting schedules. Contractor safety meetings will be conducted

7.1 Contractors used by this employer are required to provide training to their employees in the work practices necessary for their specific job. Additionally, this employer in coordination with the Contractor will conduct process hazard analyses to identify, evaluate and control processes involving highly hazardous chemicals.

7.2 Whenever there are outside Contractors present, coordination with this employer is mandated. For example, this employer will inform the contractor (and vice versa) when equipment cannot be touched, re-energized or restarted.

7.3 Based on interviews with the Contractors employer, this host employer will ensure, through periodic evaluations, that the training provided to Contractor employees by the Contractor employer is equivalent to the training required for direct hire employees. However, the burden of training Contractor employees remains with the Contractor employer.

7.4 Contractors used by this employer must:

7.4.1 Assure their employees are trained in safe work practices needed to perform the job.

7.4.2 Assure 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 plan.

7.4.3 Document the required training and the means to verify their employees have understood the training.

7.4.4 Assure their employees follow the facility safety rules and work practices.

7.4.5 Advise this employer of unique hazards presented by the Contractor's work.

**8. Contractor Safety Verification.** A standard form, Contractor Safety Verification, will be used to evaluate Contractors prior to the start of all work activities.