

Outside Contractor Safety Program



PURPOSE

This **Outside Contractor Safety Program** (this “**OCS Program**”) outlines detailed procedures to protect employees, contractors, the public, and the environment in the City. It specifies the steps to be followed when contractors perform services for or on behalf of the City.

Non-compliance with the requirements of this OCS Program may result in the removal of specific individuals from the job site and the cancellation of the contract.

INTRODUCTION

Contractors must comply with all applicable OSHA standards and requirements at all times.

Contractors must have a written Safety Program and must submit it to the City Project Manager or Supervisor within no later than seven (7) days after the award date and, in every event, before starting work. Failure to submit the safety program may result in contract cancellation.

Contractors must maintain a safe worksite. Contractors are responsible for notifying and advising their employees, subcontractors, suppliers, and everyone else on the worksite of the dangers associated with the work and providing them with appropriate safety information to protect them from those dangers.

Contractors are solely responsible for enforcing their respective Safety Programs. City staff is not responsible for enforcing the Contractors' safety Programs.

GENERAL GUIDELINES

Contractors are fully responsible for the safety of their respective representatives, supervisory personnel, employees, subcontractors, and everyone else on the worksite. Contractors are also responsible for ensuring compliance by their respective representatives, supervisory personnel, employees, and subcontractors with the requirements of this OCS Program.

Contractors are responsible for guiding the work or delegating those responsibilities to a competent person with full authority to act on the contractor's behalf.

Contractors must always keep a competent person on-site when any work is performed by any representative, supervisory personnel, employee, or subcontractor. The competent person must be capable of identifying existing and predictable hazards in the surroundings and working conditions that are unsanitary, hazardous, or dangerous to anyone on site, including but not limited to those hazards associated with excavation and trenching work. This person must also have the authority to take prompt, corrective measures to eliminate or effectively mitigate those hazards.

Contractors are not permitted to utilize City property or equipment to perform any activity unrelated to the work for which the City hired them.

Contractors must implement an effective system for instructing and training their employees on safety. Contractors must comply with relevant OSHA, ANSI, and any other regulations not specifically addressed in this OCS Program. Contractors shall adhere to all applicable safety requirements of the City and follow the appropriate procedures in the event of an alarm or other emergency.

Contractors must ensure they have all necessary safety equipment on-site.

Contractors must always be knowledgeable about the location and use of safety showers, eyewash stations, personal protective equipment, fire extinguishers, fire blankets, and other appropriate safety devices.

Contractors are responsible for coordinating the exchange of safety data sheets and any other hazard communication information required to be made available to or exchanged between personnel at the site in accordance with established laws or regulations.

Hot work is subject to the hot work permit procedures in this OCS Program.

All electrical equipment, devices, cables, cords, and other electrical components must be in good working order and comply with all applicable codes, laws, and regulations.

In case of any uncertainty about safety, please contact the Project Manager (or other City employee overseeing the project).

COORDINATION

In activities where multiple contractors work on site simultaneously, a coordination meeting will be convened between the contractors and the City's representative. The risks will be evaluated at this meeting, and the necessary safety measures will be discussed.

WORK PERMITS

Several activities involve specific risks. To manage these risks, a work permit system must be place (for example, hot work and work in confined spaces). The contractor issues these permits.

All permits are issued for a maximum term of one (1) workday.

The contractor must sign all permits. Activities shall not begin until all permits are signed.

FIRE PROTECTION

Fire extinguishers must always be easily accessible and may not be used for any purpose other than firefighting.

Contractors must provide their own fire protection equipment (e.g., fire extinguishers, fire blankets).

Flammable materials (such as fuel, oil, cleaning agents) must be properly stored, clearly labelled, and kept away from working areas and temporary buildings. The storage areas must display appropriate and prominent warning signs.

Exits, emergency exits, halls leading to stairs, and other evacuation routes must remain accessible at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is mandatory to wear proper PPE where required. Appropriate PPE may include hard hats, safety helmets, safety shoes, safety glasses, safety goggles, gloves, hearing protection, and respirators.

It is mandatory to wear a safety helmet or hard hat during all hoisting and demolition activities where there is a danger of falling objects.

It is mandatory to wear safety glasses or other protective eyewear during activities where flying particles may occur or where the eyes require special protection (such as when welding, grinding, working with fire, working on equipment, or handling chemical substances).

Respiratory protection (such as dust masks, gas masks, and automatic breathing equipment) must be worn in areas where there is a lack of oxygen or hazardous atmosphere.

When working at elevated levels, it is mandatory to wear approved safety harnesses connected to retractable lanyards and secured to proper anchor points. This requirement applies to the use of scissor lifts and articulated boom trucks, among other equipment. Fall protection is required at elevations of 4 feet or higher in general industry workplaces and 6 feet or higher in construction.

JOB TASK SPECIFIC

EXCAVATING ACTIVITIES:

- Protective measures must be in place before excavating or trenching activities. All activities must follow OSHA, ANSI, and any other safety regulations not specifically covered in this OCS Program.
- Contractors must always have a competent person on-site during all excavation and trenching activities. This individual must be capable of identifying existing and predictable hazards in the environment and working conditions that are hazardous or dangerous to employees. They must also have the authority to take prompt corrective measures to eliminate or effectively mitigate these hazards.
- All excavations or trenches must undergo inspection by a competent person before permitting others to enter the work site.
- All necessary PPE must be worn.
- Any excavation or trench 5 feet deep or greater must have a protective system, unless it is made entirely of stable rock.
- Excavations deeper than 4 feet must have sufficient ladders to enable personnel to escape when necessary quickly. The ladders must extend 3 feet above the walk-off surface within 25 feet of lateral travel.
- All excavations or trenches must be tested for hazardous gases or toxins if a hazardous atmosphere may exist. Hazardous atmospheres must be tested at depths of 4 feet or greater, ensuring oxygen levels are at least 19.5% to prevent **immediate danger to life or health (IDLH)**.
- Spoil piles must remain at least 2 feet from the excavation or trench edge.
- Proper cordons, railings, cover sheets, signals, illumination, and/or warning signs must be appropriately placed to protect personnel near dangerous work or excavations.
- Floor openings, open trenches, and other fall hazards must be properly covered, and the covers must remain in place until permanent ones are installed or the hazard no longer exists.
- Hoisting cables, cords, chains, and other obstacles must be clearly marked and easily visible.

CRANES, FORKLIFTS, SCISSOR LIFTS, ARTICULATED BOOM TRUCKS, AND OTHER LIFTING EQUIPMENT:

- A pre-operational inspection must be completed for all powered equipment before use.
- Before lifting proceeds, the area where work is being performed must be inspected.
- During the lifting activities, the area where the equipment is hoisted must be clearly marked.
- All cranes and lifting equipment must be equipped with a fire extinguisher.
- The contractor must ensure proper protection of underground cables and pipes. When driving over these cables or pipes, sufficient protection must be provided to prevent damage.
- Crane operators must possess a valid lifting license and be trained and certified to operate cranes.
- The ground must be evaluated to ensure it can support the crane's load, and appropriate support pads or outrigger mats must be used beneath the outriggers.
- Personnel are only allowed in personnel lifting devices approved by an official authority.
- Forklift operators must have a recognized forklift operating license.
- While working on scissor lifts, articulated boom trucks, or any other lift equipment, workers must be tied off to a specified anchor point, not to any handrails.

LADDERS AND SCAFFOLDS:

- Ladders, platforms, and scaffolds must be approved in accordance with applicable requirements.
- Fall protection is required anytime work is performed at 4 feet or higher in general industry workplaces and 6 feet or higher in construction.
- A competent person must inspect rolling scaffolding. The scaffold wheels must be blocked before the scaffold can be accessed. Movable scaffolds must not contain any people, material, or tools when in motion. Movements must proceed with caution.

HOT WORK ACTIVITIES:

The Following activities are considered Hot Work:

- Welding
- Brazing
- Cutting
- Soldering
- Heating
- Grinding
- A hot work permit is required for any operation involving an open flame or producing heat or sparks. The permit must **ALWAYS** be issued before the activities may commence.
- All flammable and combustible materials must be removed within 35 feet of the work area.

- The contractor should assign additional personnel to fire watch during hot work activities and for 30 minutes after the work is completed or stopped to ensure that no fire hazard remains.
- Welding equipment must comply with applicable standards.
- The City's Confined Space requirements, Lockout/tagout requirements, and all other safety requirements must be followed.

CONFINED SPACE ACTIVITIES:

All personnel engaged in confined space activities must comply with all applicable confined space standards.

Definitions

Entry: The act by which a person intentionally passes through an opening into a confined space. The entrant is considered to have entered as soon as any part of their body breaks the plane of an opening into the space.

Hazardous Atmosphere: An atmosphere that exposes employees to a risk of death, incapacitation, injury, or acute illness from one or more of the following conditions:

- Atmospheric oxygen concentration below 19.5% or above 23.5 %.
- Flammable gas, vapor, or mist exceeding 10% of its **lower explosive limit (LEL)**.
- Atmospheric concentration is at or above any toxic substance's permissible exposure limit.
- Airborne combustible dust at a concentration that obscures vision at five feet or less.
- Any atmospheric condition recognized as IDLH.

Confined Space Permit: A permit is required for confined space Entry.

Operating Procedures - General Rules

- Continuously monitor the atmosphere in the confined space during operations.
- Use the appropriate personal protective clothing and equipment.
- Ensure an attendant and supervisor are on standby throughout the operation.
- Ventilate the space using external connections.
- Provide adequate lighting, including a backup source.
- Eliminate or effectively mitigate all identified hazards.
- Maintain constant communication between the attendant and entrants.
- Establish a clear emergency plan.

LOCKOUT / TAGOUT (LOTO) PROGRAM:

- Whenever servicing or maintenance is performed on equipment or machines where unexpected start-up or release of stored energy could cause injury, contractors must ensure that employees, vendors, subcontractors, and other on-site personnel adhere to the LOTO procedures outlined in OSHA standard 1910.147.

- If joint maintenance work involves both the City and a Contractor, specific LOTO procedures must be followed to ensure proper coordination and communication between both parties.

EMERGENCY ACTION PLANS:

Contractors are responsible for ensuring that all personnel know the emergency procedures and how to respond effectively.

FIRE

In the event of a fire, contractors must:

- Immediately implement the established evacuation procedures;
- Direct all on-site personnel to the nearest safe exit and guide all such personnel to the designated assembly area;
- Ensure that all personnel, including subcontractors and visitors, are accounted for at the assembly point; and
- Prohibit any re-entry of the premises unless authorized by emergency services or City personnel.

Additionally, contractors must:

- Ensure fire extinguishers and other fire-safety equipment are accessible and in good working condition;
- Assign personnel to assist with evacuation procedures; and
- Maintain clear communication with the City's Project Manager (or other City employee overseeing the project) during and after evacuation.

SEVERE WEATHER

In the event of severe weather, contractors must:

- Designate one person to monitor weather conditions and communicate any watches or warnings. In the event of a severe weather warning, this individual is responsible for notifying all personnel at the worksite.
- If advised that the project area is likely to be in the path of severe weather, the following actions should be taken as time allows:
 - Move all on-site personnel to areas away from windows or doorways and away from electrical and gas sources;
 - Shut down as much of the equipment as reasonably possible, but do not take unnecessary safety risks.
 - Seek shelter
- Contractors are responsible for accounting for all personnel.
- Maintain clear communication with the City's Project Manager (or other City employee overseeing the project) during and after the event.

MEDICAL EMERGENCIES

In the event of a medical emergency, contractors must:

- Immediately notify the designated emergency responder on-site and call 911 if needed;
- Provide basic first aid, if trained to do so, and
- Notify the City's Project Manager (or other City employee overseeing the project) of the situation.

AGREEMENT TO WORK SAFELY

Between:

A. Client: City of Dubuque (hereinafter, the “Client”).

and

B. Name - (Please Print): _____ (hereinafter, the “Contractor”).
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With the signing of this Agreement to Work Safely, the Contractor confirms that the activities that will be performed will be in accordance with the laws, rules, regulations, and specifications applicable to the activities as specified in the Occupational Safety and Health Act, in directives from the Client, or due to other policies or procedures applicable to the activities, including but not limited to, the document entitled **“Outside Contractor Safety Program”**

In addition to the foregoing, the Contractor hereby confirms the following:

- The Contractor has received the document entitled “Outside Contractor Safety Program.”
- The Contractor is responsible for obeying all applicable laws, regulations, safety requirements, and all other requirements applicable to the activities to be performed.
- The Contractor agrees to perform the activities in such a manner as to minimize any danger to the Client's employees, visitors, installations, buildings, or other property.
- The Contractor's machines, equipment, tools, personal protection measures, and all other devices used for the activities comply with all legally required inspections, specifications, and safety requirements.
- The Contractor will provide all machines, equipment, tools, personal protection measures, and other devices to be used for the activities and ensure that they are used correctly.
- The Contractor agrees that the Client will be subject to no responsibility for accidents or events of any nature that could lead to injury, death, or material damage caused by the Contractor's activities or those of the Contractor's employees, vendors, or subcontractors.
- The Contractor accepts responsibility for compensation to the Client for damages resulting from acts or omissions of the Contractor, or any employees, vendor, or subcontractor of the Contractor, regardless of the nature of any such act or omission.
- The person signing below is authorized to execute this Agreement to Work Safely on behalf of the Contractor.

In case of non-compliance with this Agreement to Work Safely, the City reserves the right to:

- Suspend the work;
- Remove one or more persons from the work; and
- Cancel the contract for the work.

This Agreement to Work Safely is valid for the duration of the project and applies to all activities the Contractor performs or causes to be performed in furtherance of the project.

Agreed as such on (date) _____

On behalf of the City of Dubuque:

Contractor:

NAME

NAME

TITLE

TITLE

SIGNATURE

SIGNATURE

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