

# Ottawa Cooperative Association

## CONTRACTOR SAFETY GUIDELINES

1. All Contractor personnel will follow the safety regulations, procedures, and guidelines. These will be reviewed with you prior to starting any work in or around the complex.
2. The Contractor and his employees will be shown the Emergency Action Plan, which includes all emergency evacuation routes and procedures. If the Contractor's employees change for any reason, the Contractor will notify the Manager and new employees coming on the grounds will be shown the Emergency Action Plan prior to starting work.
3. Contractor will designate a Foreman or Supervisor that will maintain a constant watch over all of his employees and will maintain a high degree of safety for them throughout their presence on property.
4. Absolutely **NO SMOKING** is permitted in or around the property except in posted, designated smoking areas.
5. Contractor personnel are **NOT** permitted in any part of the beyond their designated work area(s) without the proper authorization from the Manager.
6. The Contractor's work schedule will be fully coordinated with the normal daily work schedule as determined by the Manager.
7. Any change(s) in the construction method(s) or schedule(s) requires prior approval of the Manager.
8. Welding, cutting, or other hot work is NOT permitted in the facility except under special circumstances. In those cases, the Contractor **MUST** obtain a **Hot Work Permit** signed by the Manager or his designated representative.
9. All electrical equipment (and tools) used inside the must be appropriate for the job, and be U.L., F.M. or OSHA listed for the location in which they are used.
10. The Contractor **MUST** have approval to use and/or store Hazardous Materials, including solvents and other flammable materials. The Contractor must also provide the Manager with the appropriate Material Safety Data Sheets (MSDS), for any such Hazardous Materials brought on the premises.
11. **ALL DEBRIS CONNECTED WITH THE WORK BEING PERFORMED MUST BE CLEANED UP AND REMOVED DAILY, OR ON ANOTHER SCHEDULE AS AGREED TO BY MANAGEMENT.**
12. All guards and covers removed from any machinery being worked on must be replaced **IMMEDIATELY** upon completion of the work.
13. **ALL** tools, equipment, ladders, and vehicles belonging to the Contractor must be stored in a safe manner (or location) at the end of each work day. The Contractor **WILL** inspect the work area(s) to be sure it remains in a safe condition. **NO EXCEPTIONS.**
14. The emergency head count area for your worksite is \_\_\_\_\_.

**I have been informed of the above safety information and understand what I have read and signed.**

Signature: \_\_\_\_\_

**Contractor**

Signature: \_\_\_\_\_

**Manager**

**/Location:** \_\_\_\_\_

**Insurance Certification (Y) (N)**

**Date:** \_\_\_\_\_