

Outside Contractors

6/12/07

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Purpose: To ensure the safety of Wayne County employees and all outside contractors performing work at county buildings.

Scope: All outside contractors, subcontractors, and county employees exposed to hazards brought into buildings or created by work being performed.

I. Emergency Action Plan

- A. Building Maintenance will notify Safety / Loss Control Manager to evaluate issues pertaining to the following guidelines at their location.
- B. During an emergency evacuation, the Safety / Loss Control Manager will be notified by the Building Manager / Department Head.
- C. Department Heads will be responsible to evacuate outside contractors performing work in their department.
- D. Contractors are to report missing personnel to the Safety / Loss Control Manager or responding emergency service.

II. Lockout / Tagout

- A. The Safety / Loss Control Manager must review the contractor's policy regarding lockout / tagout procedures if servicing equipment that applies to the standard.
- B. All employees and contractors working in the area must be notified of the procedure and its application.

III. Industrial Power Equipment

- A. Outside contractors may not operate industrial powered equipment owned or leased by the county unless they are performing maintenance on the equipment.

IV. Respirators / Dust Masks

- A. Prior to the start of work, the Safety / Loss Control Manager will be responsible to inform the outside contractor of environmental hazards that may require the use of a respirator or dust mask.
- B. The contractors will provide their own respirators and dust masks and be responsible for their maintenance.

V. Hazard Communication

- A. Where hazardous materials are used, produced, or stored in such a way that outside contractors may become exposed, the Safety / Loss Control Manager shall ensure that the Hazard Communication Program is followed to meet the criteria of the outside contractor:
 - 1. provide contractors with Material Safety Data Sheets for all hazardous material to which exposure is possible while working
 - 2. inform contractors of precautionary measures needed to protect the county employees during normal operating conditions.
 - 3. outside contractors must provide Material Safety Data Sheets for any material brought onto Wayne County property.

VI. Personal Protective Equipment

- A. All outside contractors shall abide by the personal protective equipment program and use all necessary protective equipment set forth by Wayne County.
- B. Safety glasses will be worn at all times when performing work that creates flying debris hazards or when working with corrosive materials.
- C. Hearing protection will be worn when decibels equal or exceed 8 hour Time Weighted Average (TWA) of 85.

VII. Welding

- A. Outside contractors will be responsible for their own welding equipment and specifications provided by 29 CFR 1910.252 and 1910.253.

- B. The Maintenance Supervisor shall ensure the environment where welding is being performed is in compliance with the Hot Work Procedure of the Wayne Safety Manual.

VIII. Confined Space

- A. Safety / Loss Control Manager must be notified at the time of entry and ensure safe operating practices are followed.
- B. The contractor will be responsible for safe work conduct while working in the permit required confined space.
- C. The Safety / Loss Control Manager shall review the contractor's program before entry.
- D. The contractor's program shall include the following:
 - 1. hazard identification
 - 2. severity of the hazard(s)
 - 3. prevention of unauthorized entry
 - 4. permit system
- E. Contractors shall supply their own safety equipment including but not limited to:
 - 1. supplied air breathing apparatus
 - 2. respirator equipment
 - 3. fall protection
 - 4. air monitoring equipment
 - 5. protective gear
- F. The Safety / Loss Control Manager may require an entry permit prior to entry

IX. Hazardous Environment Control

- A. The contractor will provide MSDS for any chemicals brought on site
- B. Lids will be placed on containers when not in use to control fumes
- C. The contractor will properly ventilate the work area when fumes are created.

- D. The contractor will control dust by ventilating the area when performing work inside a building.
- E. Smoke detectors and fire alarms will be protected from dust and debris.