



**HOLLAND BOARD OF PUBLIC WORKS
CONTRACTOR SAFETY MANAGEMENT PROGRAM**

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Holland Board of Public Works Contractor Safety Management Program

1. Purpose

- 1.1 The Holland Board of Public Works (HBPW) utilizes many different Contractors for various Work activities throughout its operations. This program has been developed and implemented, to ensure that the work is done safely and without risk to HBPW employees, operations and the general public. This program is to be followed by Contractor personnel, as detailed below.

2. Scope

- 2.1 This program applies to Contractors performing maintenance, repairs, testing, turnaround, construction services, major renovations, or any other Work activities on HBPW owned properties or assets, and shall be part of any Contract Agreement or Purchase Order related to that Work.
- 2.2 This program is in addition to provisions of any applicable Service Contract, Purchase Order, or agreement requiring compliance with applicable governmental regulations (eg. MIOSHA, EPA, EGGLE, PHMSA, MDOT, etc.)

3. References

- 3.1 HBPW Contractor Management Policy
- 3.2 MIOSHA Multi-Employer Worksite Agency Instruction
- 3.3 MIOSHA Part 86 Generation, Distribution, and Transmission
- 3.4 HBPW Lockout Tag out Procedure
- 3.5 HBPW Arc Flash Safety Procedure
- 3.6 HBPW Confined Space Entry Procedure
- 3.7 HBPW Hot Work Procedure

4. Definitions

- 4.1 *HBPW Representative* – The HBPW team member responsible for the Work of the Contractor while on site. This does not imply that the HBPW Representative serves in a supervisory role to the Contractor.



- 4.2 *Stop Work* – The authority and responsibility of all HBPW personnel to stop the activities of a Contractor if unsafe acts are observed (also known as “Stop the Job”). All “Stop Work Orders” must be documented in writing by the HBPW employee initiating the order.
- 4.3 *Work* - The activities that the Contractor is performing on or in HBPW Sites, utilities and/or assets.

5. Roles and Responsibilities

5.1 HBPW Representative is responsible for:

- 5.1.1 Ensuring accountability for adherence to this procedure.
- 5.1.2 Ensuring all the necessary documentation is completed or on file from within the previous 12 months, prior to the start of work. Documentation includes;
 - 5.1.2.1 Contractor’s Acknowledgement Form
 - 5.1.2.2 Contractor Site Specific Safety Training documentation
- 5.1.3 Ensuring Site Specific Contractor Safety Training occurs (or has occurred within the last 12 months, for the specific site), is documented and retained, prior to the start of work, if applicable.
- 5.1.4 Reviewing the HBPW Contractor Management Electrical Job Hazards Information Sharing form or the HBPW Contractor Management Electrical Job Hazards Information Sharing for High Voltage Work form with the Contractor (per the HBPW Arc Flash Procedure), if applicable.
- 5.1.5 Periodically auditing the Contractor’s job sites and documenting any deficiencies after discussing them with the Contractor. Frequency of the audits will be commiserate with the level of risk of Work, location of work, previous infractions, and other safety concerns.
- 5.1.6 Enforcing any non-compliance items with the appropriate discipline.
- 5.1.7 Supplying the Contractor with the HBPW Lockout Tag out, Confined Space Entry, Arc Flash, and Hot Work Procedures/Programs, as needed.
- 5.1.8 If the contractor does not have a Job Safety Analysis (JSA) form, provide them with a copy of the HBPW Site Specific JSA form.

5.2 Department Management (Superintendent, Manager, and/or Supervisor) is responsible for:



- 5.2.1 Ensuring accountability for adherence to this procedure.
- 5.2.2 Working with the HBPW Representative, enforcing any non-compliance items with the appropriate discipline.
- 5.2.3 Ensuring training is provided to all applicable HBPW site employees.
- 5.2.4 Ensuring that Site Specific Contractor Safety Training is accurate and updated as needed.

5.3 Safety Department is responsible for:

- 5.3.1 Reviewing this procedure annually, or more frequently if needed, due to an incident or audit finding, to ensure compliance.
- 5.3.2 Auditing the Contractor Safety Management Program annually to ensure compliance.

5.4 All Employees are responsible for:

- 5.4.1 Utilizing the “Stop Work Orders” process and documenting the action, if unsafe acts by a Contractor are observed.

5.5 Contractors are responsible for:

- 5.5.1 Following all elements of this Contractor Safety Management Program.
- 5.5.2 Reviewing and signing the “Contractor Acknowledgement Form”.
- 5.5.3 Ensuring the safe operation of Work and taking all necessary precautions to ensure that all of the Contractor’s Work activities are conducted in a safe manner.
- 5.5.4 Having a company Safety Program that meets MIOSHA requirements.
- 5.5.5 Providing a Crane Lift Plan for high-risk level material lifts.
- 5.5.6 Furnishing, upon request, proof of all safety-related training, equipment, and training to use equipment for the Contractor’s Work activities.
- 5.5.7 Supplying, upon request, documentation of all testing, training, licensing, and certification of the company’s employee’s and equipment.



- 5.5.8 Ensuring that all of the contractor's employees, including all sub-contractor employees, receive training on this HBPW program and the applicable Site Specific Contractor Safety Orientation Training.
- 5.5.9 Notifying the HBPW Representative of changes or additions to the Contractor's work team, and provide documentation of their Site Specific Contractor Safety Orientation Training.
- 5.5.10 Strictly adhering to and coordinating with the HBPW Representative the for HBPW Lockout Tag out, Hot Work, Confined Space Entry, and/or Arc Flash requirements, as applicable to the Contractor's Work.
- 5.5.11 Notifying the HBPW Representative of any non-formal complaint notifications or inspections by MIOSHA or other Regulatory Agency.
- 5.5.12 Notifying the HBPW Representative immediately of any unsafe acts, near misses, injuries or property damage.
- 5.5.13 Following the guidelines listed in the Contractor Safety Management Program Special Instructions (Appendix 9.2).

6. Process and Program Implementation

- 6.1 The HBPW Representative will supply the Contractor Safety Management Program with the Bid or Proposal documentation to be used in order to determine the Contractor's job costs. Subsequent discussions may be held at the request of the Contractor or the HBPW Representative to resolve any differences or questions.
- 6.2 Prior to any work by the Contractor occurring;
 - 6.2.1 The HBPW Representative must also receive a signed Contractor Acknowledgement Form (Appendix 9.1) from the Contractor's Management, or ensure that the HBPW has the forms on file, from within the previous 12 months.
 - 6.2.2 If applicable, the HBPW Representative is responsible to ensure the Site Specific Contractor Safety Orientation Training for the HBPW Site has been provided to the Contractor's employees, or ensure that it has occurred within the last 12 months, for that specific site.
 - 6.2.2.1 The Contractor's employees receiving the training must complete the Site Specific Contractor Safety Orientation Training Attendance form (Appendix 9.3).



- 6.2.3 The HBPW Representative is responsible to review this Contractor Safety Management Program and the Contractor Safety Management Program Special Instructions (Appendix 9.2) or the Site Specific Contractor Safety Orientation Training with the Contractor. Review of the Contractor Safety Program Special Instructions may be waived if the Site Specific Contractor Safety Orientation Training covers all items listed in the Special Instructions.
- 6.3 If applicable, the HBPW Representative will supply the Contractor with the HBPW Lockout Tag out, Confined Space Entry, Arc Flash, and/or Hot Work Procedures/Programs.
- 6.4 If required based on the scope of the work, the HBPW Representative will review the HBPW Contractor Safety Management Electrical Job Hazards Information Sharing form or the HBPW Contractor Safety Management Electrical Job Hazards Information Sharing for High Voltage Work form with the Contractor (per the HBPW Arc Flash Procedure).
- 6.5 The HBPW Representative will periodically audit the Contractor's job sites and document any deficiencies after discussing them with the Contractor. Frequency of the audits will be commiserate with the level of risk of Work, location of work, previous infractions, and other safety concerns.
- 6.6 If the contractor does not have a Job Safety Analysis (JSA) form, the HBPW Representative will provide them with a copy of the HBPW Site Specific JSA form.
- 6.7 This Program will be reviewed and audited annually by the Safety Department to ensure it is effective and compliant.

7. **Enforcement**

- 7.1 Failure by the Contractor to comply with this program, or applicable government regulations (eg. MIOSH, EPA, EGLE, PHMSA, MDOT, etc.), will result in one or more of the following at the HBPW's discretion;
 - 7.1.1 A warning (verbal or written) to the offending person, by the HBPW Representative or HBPW Management.
 - 7.1.2 A warning (verbal or written) by the HBPW Representative or HBPW Management to the Contractor's designated representative.
 - 7.1.3 Removal of the offending person from HBPW premises on either a temporary or permanent basis.
 - 7.1.4 Stoppage of contractor Work, either for a temporary or permanent basis.



- 7.1.5 Forfeiture of future business with HBPW for the Contractor.
- 7.1.6 For any delays in Work or loss suffered by the HBPW, the HBPW may seek recovery of funds as allowed under contract.
- 7.1.7 The HBPW Representative shall document all compliance issues.

8. Records and Retention

- 8.1 Contractor Bid or Proposal will be retained by the HBPW Representative in the project file or other assigned location.
- 8.2 Contractor Acknowledgement forms will be retained in SharePoint for two years.
- 8.3 Site Specific Contractor Safety Orientation Training documentation will be retained in SharePoint for two years.
- 8.4 Pre-job brief or JSA documentation will be retained in SharePoint for two years.
- 8.5 Confined Space debrief documentation will be retained in SharePoint for two years.
- 8.6 HBPW Hot Work Permits will be retained in SharePoint for two years.
- 8.7 HBPW Contractor Management Electrical Job Hazards Information Sharing form or the HBPW Contractor Management Electrical Job Hazards Information Sharing for High Voltage Work form, will be retained in SharePoint for two years.
- 8.8 Lift Plans will be retained in SharePoint for two years.
- 8.9 Stop the Job or Stop Work documentation will be retained in SharePoint for two years. If necessary, an Incident report will be filed based on the event and the scope of the Stop Work.

9. APPENDICES

- 9.1 Appendix 9.1 Contractor Acknowledgement form
- 9.2 Appendix 9.2 Contractor Safety Management Program Special Instructions
- 9.3 Appendix 9.3 Site Specific Contractor Safety Orientation Training Attendance form