Contractor EHS Program Attachments

Contractor Environmental Health & Safety Program – Safety Work Permit Attachments

Attachment 1- Contractor Safety Work Permit

The Contractor Safety Work Permit Checklist details guidelines and work requirements contractors must adhere to while conducting business within a Donnelley Financial Solutions (DFIN) facility. The contractor and a Donnelley Financial Solutions project coordinator will review the document, sign and date the document prior to work being initiated. Contractors are responsible to ensure the items contained within this document are reviewed with all contractor and sub-contractor employees who will be performing work on Donnelley Financial Solutions property.

CONTRACTOR SAFETY WORK PERMIT

DFIN CONTRACTOR SAFETY PROCEDURE PRE-WORK DOCUMENT							
PRE-WORK CHECKLIST FORM							
Contractor Company Name	:				Date:		
Contractor Company Mailing Address:	*:						
Contractor Representative/Office Contactor Name				Office Phone Number	Fax Numb	er / Email address	
On Site Foreperson/Supervisor Name				Office Phone Number	Field/Cell F	Phone Number	
On Site S&H Foreperson/Supervisor Name				Office Phone Number	Field/Cell F	Phone Number	
	this contractor is required within 1	year from this date or so	oner at th	ne discretion of the Pro	ject Coordin	ator and/or EHS Coordinator.	
	Sco	ppe of Work Que	stionn	aire			
Type of Work (General Des							
Estimated Number of emplo	oyees on Site:		Start Date: End Date:				
Will Project require contract	tors to be on site:		Comments				
☐ 2 nd Shift ☐ 3 rd	^d Shift □ Week End □] Holiday Period					
DFIN Project Coordinator			DFIN Designated Rep:				
Phone # Cell:			Phone # Cell:				
DFIN Emergency Contact Numbers:							
	1	1		1		1	

GENERAL REQUIREMENTS			plicable?	☐ Yes	□ No
		Pr	oject Coorc	linator Respon	sibilities
	ontractor Responsibilities Initial:	Ini	itial:		
	The Contractor shall comply with all applicable laws, ordinances, rules and regulations of ALL governmental agencies and is responsible to obtain all permits, certificates of inspection, and licenses required in the performance of the work. The Contractor must ensure that all contract employees and subcontractors are aware and follow all information included in this Document.		prior to per expected	forming any wor	eview this document rk. Strict adherence is and licenses required
	Contractors must not remove printed product from production areas or from the premises. Comply with all facility specific rules and regulations. Ensure contractor employees stay within acceptable areas for lunch, breaks, restroom facilities, smoking		this docum Provide the	ent. e representative	the "Other" section of with a copy of this
	breaks (where applicable), allowable work areas and restricted areas as communicated by the Project Coordinator. All contractor employees must sign in/out at the location identified by the Project Coordinator and shall use	_ _	Discuss the	after it is signed. e plant rules. rest room faciliti	es, acceptable areas
_ _	the entrance designated by the Project Coordinator. All contractor employees must use only the assigned parking area. All contractor employees shall visibly display a badge on while on the premises		applicable)	nd breaks, smok , entrance door(quirements.	ting areas (if s) and explain sign-in /
<u> </u>	Contractors must erect warning signs and/or barriers when job tasks present hazards. All equipment is to be furnished by the contractor, unless specifically approved by the Project Coordinator. Gas and diesel-powered equipment will not be allowed to be used in the plant unless ventilation		Designate contractor employee.	appropriate park company vehicle	es and contractor
_ _	arrangements have been made and approved by the Project Coordinator. No fuel may be stored inside the facility. Installation of pipe, conduit and other equipment must be pre-approved by the Project Coordinator.		them of res	stricted areas, if	ontractors and inform applicable. dges are to be worn by
	Contractor shall not load or permit any part or any structure to be loaded to such a manner as to endanger safety		each contra Notify Con	actor employee tractors of emer	while on site.
	Contractors must maintain current insurance meeting all DFIN requirements.	<u> </u>	information List DFIN 6	n equipment appro	ved for use:

FII	RE, EVACUATION, and EMERGENCY PROCEDURES	Applicable	?	□ No	
		Project Coo	dinator Respo	nsibilities	
Co	ontractor Responsibilities Initial:	Initial:			
	All contractor personnel shall report to rally points or internal shelter areas when an alarm notification is received.	facility.		_	eting area outside of the
	The Contractor will account for all contract and sub-contractor employees and shall report the following information as instructed on page one of this document O The contractor company name and the number of employees present at meeting	□ Commun	icate internal shi icate alarm noti porting of any c	fication metho	
	area. O Any injuries to contractor personnel.	J Stress le	porting of any of	ontractor mes	s infinediately.
	 Last known location of any missing personnel. NEVER re-enter the facility to locate missing personnel. 				
	Contractors shall not re-enter the facility until DFIN has given the all clear. Do not move vehicles unless instructed to do so by DFIN or the Fire Department.				
	Never block aisles, exits, entryways, firefighting equipment, alarm boxes, electrical switches, valves, etc. while performing job tasks. Fire doors must remain clear at all times.				
	Dispose of all flammable wastes and oily rags immediately in approved metal containers. Never pour flammable/ combustible liquids or any other chemical into sinks or drains.				
	Report any and all fires immediately.				
	If contractor discovers a fire situation, immediately notify the closest DFIN employee and				
	Manager:				
IN.	JURY AND ILLNESS PROCEDURES	Applicable ²	? □ Yes	□ No	
Co	ontractor Responsibilities Initial:	Project Coo	dinator Respo	nsibilities	Initial:
	For emergencies, dial 911. After care is received, notify the Project Coordinator.		eporting require		
	All injuries and illnesses of contractors at work must be reported to the Project Coordinator.	□ Explain w	hat a Near Miss	s is.	
	A report must be submitted to the DFIN Project Coordinator & EHS within <u>24 hours</u> of an incident. This report must contain the following information:				
	Name of company and contractor employee injured.				
	 Detailed description of incident, including when, what, who, where, why and how the 				
	incident occurred as well as any contributing factors were present.				
	What corrective actions will be taken to prevent recurrence of incident.				
•	All near-miss incidents must be reported to the Project Coordinator immediately, who will consult with EHS regarding the need for completion of an investigation.				
PE	RSONAL PROTECTIVE EQUIPMENT	Applicable ²	? □ Yes	□ No	
		Project Coo			
Co	ontractor Responsibilities Initial:	Responsibili			Initial:
	Contractors shall supply contract employees with proper PPE for the hazards associated with the	☐ Inform re	oresentative of	DFIN PPE red	quirements
	job task/work area. Inform the Project Coordinator if aspects of ANY project that will present new hazards (i.e.				
	overhead work) to DFIN personnel in the area, so that DFIN can obtain appropriate PPE or				
	relocate personnel from the area.				

HAZ	ARD COMMUNICATIONS		Ap	pplicable?	☐ Yes	□ No	
			Pro	oject Coordii	nator		
	tractor Responsibilities	Initial:	Re	esponsibilitie	S		Initial:
	No chemicals are allowed on site unless approved by EHS Depart All chemical containers five gallons or greater must be stored in comparing the stored in comparing the stored in accordance with 29 CFR 1910.1200. Any special storal lammable liquid storage) are the responsibility of the contractor. The DFIN Project Coordinator will provide SDS's for any hazardor contractor employees may be exposed to. The Contractor will also chemicals used or brought on site. List chemical products to be used:	ontainment and must be ge requirements (such as us chemicals it is foreseeable		may be reas	sonably be expo actor they must nd the SDS mu	osed to while of the provide SDS	us chemicals they on site. S's for all contractor ed by EHS prior to the
		SDS Provided					
		SDS Provided					
		0000 :					
		SDS Provided					
			<u> </u>				
1 4 5	DEDO / OOAFEOL DO / MANULETO/DIV/I-		T A			E N.	
LAD	DERS / SCAFFOLDS / MANLIFTS/PIV's			pplicable?	☐ Yes	□ No	
		1. 20. 1		oject Coordii			1 141 1
	tractor Responsibilities	Initial:		esponsibilitie			Initial:
	The contractor and all sub-contractors must be adequately trained					sentative of re	equired truck types for
	scaffolds, maintenance vehicles and any other powered industrial	vehicle and, at the request of	_	high hazard			
	DFIN, shall produce those records.	and the grands					vork area (i.e. high
	Adequate fall protection is required at heights of 4 feet or more abfall protection is required on all maintenance or other vehicles ca						prinkler lines, etc.) working under
	during use and while travelling.	pable of elevating the worker			rk areas. If so,		
	For any ladder tasks of a 15 minute or longer duration or where the	aree points of contact can't be			n with a Type I		all be made to
	maintained, the task must be performed in some other manner.	ince points of contact carry be		provide trien	ii wiii a Type T	nara nat.	
	High visibility garments must be worn at all times both inside and	outside the facility as a means					
	of informing PIV operators of contractor presence.	2					
	When elevated work is conducted, barriers or notification signs or	means must be used to inform					
	DFIN employees of the overhead work.						
	All contractor employees working under elevated work areas mus	t wear a Type I hard hat.					

HOT WORK	Applicable? ☐ Yes ☐ No
	Project Coordinator Responsibilities Initial:
□ Any "hot work", defined as work involving welding, cutting, brazing, grinding, soldering, etc., requires adherence to the facility's Hot Work Procedure and a Hot Work Permit is required each day. Will any Hot Work occur?	 Ensure an DFIN Maintenance or Engineering Manager confirms the location of the Hot Work and issues a hot work permit in accordance with the Hot Work Procedure. Discuss all proposed work with the contractor, assuring we understand the scope and determine if Hot Work situations exist that the contractor has not identified.
LOCK OUT / TAG OUT	Applicable? ☐ Yes ☐ No
Contractor Responsibilities Initial:	Project Coordinator Responsibilities Initial:
□ The contractor and sub-contractor shall assure all aspects of OSHA's Control of Hazardous Energy Control regulations (29CFR 1910.147), including training, energy control procedures, notification and all other requirements are met. □ Where DFIN employees are active in Lockout/Tagout activity along with the contractor, an energy control procedure will be reviewed by both parties prior to work □ The use of LO/TO is required in all applicable situations.	 The Project Coordinator shall provide copies of any hazardous energy control procedure to the contractor If the project involves LO/TO and requires a joint effort between DFIN employees and contractor, the Project Coordinator and contractor will establish a coordinated LO/TO approach. DFIN lockout procedures will be employed over the locks and/or tags of the contractor personnel. If the project extends beyond one or more shifts/days, the Project Coordinator must follow "Group Lockout/Tagout" procedures as outlined in DFIN LO/TO Policy.
ELECTRICAL SAFETY	Applicable? ☐ Yes ☐ No
Contractor Responsibilities Initial:	Project Coordinator Responsibilities Initial:
through CFR 1910.399) requirements. The contractor shall inform the Project Coordinator if inspections reveal electrical hazards of any	 Provide contractors with sufficient information to perform work (i.e. electrical schematics, breaker and motor control center locations). Coordinate and ensure all power outages and lockouts with DFIN production departments.

C	ONFINED SPACE		Ap	pplicable?	☐ Yes	□ No	
Co	ontractor Responsibilities In	itial:	Pro	oject Coordii	nator Respons	sibilities	Initial:
	The contractor must follow the requirements of OSHA 29CFR 1910.146 (Permit Confined Spaces).	-Required		Ask contract been met.	or to verify all o	onfined spa	ce requirements have
	The contractor is required to perform required lockout/tagout, conduct air monitor post a compliant permit and make arrangements for rescue services.	oring, use and			tractor with all a		ormation to safely enter
	Notify Project coordinator immediately prior to entry of any permit required confi Post a permit at job site for duration of the entry. When entry is complete, notify			Place a copy is completed	•	ted permit w	ith this form after entry
	Coordinator. Provide Project Coordinator with a copy of the completed permit.	the rioject			11		

WASTE CHEMICAL HANDLING	Applicable? ☐ Yes ☐ No
Contractor Responsibilities All contractor and sub-contractor employees shall adhere to all state, local and federal requirements, as well as any DFIN requirements communicated to the contractor. Waste labeling and disposal shall be at the direction of the EHS department. All waste containers must be properly labeled as soon as waste enters the container and waste containers shall remain tightly closed except when filling, unless otherwise approved by the EHS Department. If the contractor causes or discovers a chemical release, they shall immediately notify the Project Coordinator. All contractor generated waste must be segregated from other waste streams. In the event that excess concrete has been generated during the project, the contractor shall	Project Coordinator Responsibilities

OTHER: PLEASE DEFINI		Applicable? ☐ Yes ☐ No
Contractor Responsibiliti	es Initial:	Project Coordinator Responsibilities Initial:
		List any other requirements or discussion not previously covered.
	Print Name	Sign Name
Contractor Representative		
Project Coordinator		

A copy of this document must be given to the Contractor Representative. The original document is to be filed as a record.