

# **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

<b>Contractor Company Name:</b>			Date:
<b>Contractor Company Mailing Address:</b>	*:		
<b>Contractor Representative/Office Contactor Name</b>		Office Phone Number	Fax Number / Email address
<b>On Site Foreperson/Supervisor Name</b>		Office Phone Number	Field/Cell Phone Number
<b>On Site S&amp;H Foreperson/Supervisor Name</b>		Office Phone Number	Field/Cell Phone Number

\*A review of this information with this contractor is required within 1 year from this date or sooner at the discretion of the Project Coordinator and/or EHS Coordinator.

### Scope of Work Questionnaire

Type of Work (General Description)		
Listing of areas work will be performed:		
Estimated Number of employees on Site:	Start Date:	End Date:
Will Project require contractors to be on site:  <input type="checkbox"/> 2 <sup>nd</sup> Shift <input type="checkbox"/> 3 <sup>rd</sup> Shift <input type="checkbox"/> Week End <input type="checkbox"/> Holiday Period	Comments	
DFIN Project Coordinator _____ Phone # _____ Cell: _____	DFIN Designated Rep: Phone # _____ Cell: _____	

### DFIN Emergency Contact Numbers:


GENERAL REQUIREMENTS	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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 sub-contractors are aware and follow all information included in this Document .</li> <li><input type="checkbox"/> Contractors must not remove printed product from production areas or from the premises.</li> <li><input type="checkbox"/> Comply with all facility specific rules and regulations.</li> <li><input type="checkbox"/> Ensure contractor employees stay within acceptable areas for lunch, breaks, restroom facilities, smoking breaks (where applicable), allowable work areas and restricted areas as communicated by the Project Coordinator.</li> <li><input type="checkbox"/> All contractor employees must sign in/out at the location identified by the Project Coordinator and shall use the entrance designated by the Project Coordinator.</li> <li><input type="checkbox"/> All contractor employees must use only the assigned parking area .</li> <li><input type="checkbox"/> All contractor employees shall visibly display a badge on while on the premises..</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Gas and diesel-powered equipment will not be allowed to be used in the plant unless ventilation arrangements have been made and approved by the Project Coordinator.</li> <li><input type="checkbox"/> No fuel may be stored inside the facility.</li> <li><input type="checkbox"/> Installation of pipe, conduit and other equipment must be pre-approved by the Project Coordinator.</li> <li><input type="checkbox"/> Contractor shall not load or permit any part or any structure to be loaded to such a manner as to endanger safety</li> <li><input type="checkbox"/> Contractors must maintain current insurance meeting all DFIN requirements.</li> </ul>	<p><b>Project Coordinator Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remind the Contractor to review this document prior to performing any work. Strict adherence is expected</li> <li><input type="checkbox"/> List all permits, certificates, and licenses required to perform work and list in the "Other" section of this document.</li> <li><input type="checkbox"/> Provide the representative with a copy of this document after it is signed.</li> <li><input type="checkbox"/> Discuss the plant rules.</li> <li><input type="checkbox"/> Designate rest room facilities, acceptable areas for lunch and breaks, smoking areas (if applicable), entrance door(s) and explain sign-in / sign-out requirements.</li> <li><input type="checkbox"/> Designate appropriate parking areas for contractor company vehicles and contractor employee.</li> <li><input type="checkbox"/> Designate work areas for contractors and inform them of restricted areas, if applicable.</li> <li><input type="checkbox"/> Remind Contractor that badges are to be worn by each contractor employee while on site.</li> <li><input type="checkbox"/> Notify Contractors of emergency contact information</li> <li><input type="checkbox"/> List DFIN equipment approved for use: <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> </li> </ul>

FIRE, EVACUATION, and EMERGENCY PROCEDURES	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All contractor personnel shall report to rally points or internal shelter areas when an alarm notification is received.</li> <li><input type="checkbox"/> 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 <ul style="list-style-type: none"> <li><input type="checkbox"/> The contractor company name and the number of employees present at meeting area.</li> <li><input type="checkbox"/> Any injuries to contractor personnel.</li> <li><input type="checkbox"/> Last known location of any missing personnel. NEVER re-enter the facility to locate missing personnel.</li> </ul> </li> <li><input type="checkbox"/> Contractors shall not re-enter the facility until DFIN has given the all clear.</li> <li><input type="checkbox"/> Do not move vehicles unless instructed to do so by DFIN or the Fire Department.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Report any and all fires immediately.</li> <li><input type="checkbox"/> If contractor discovers a fire situation, immediately notify the closest DFIN employee and Manager:</li> </ul>	<p>Project Coordinator Responsibilities Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Instruct Contractors of Designated Meeting area outside of the facility.</li> <li><input type="checkbox"/> Communicate internal shelter area locations and identification.</li> <li><input type="checkbox"/> Communicate alarm notification method.</li> <li><input type="checkbox"/> Stress reporting of any contractor fires immediately.</li> </ul>
INJURY AND ILLNESS PROCEDURES	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For emergencies, dial 911. After care is received, notify the Project Coordinator.</li> <li><input type="checkbox"/> All injuries and illnesses of contractors at work must be reported to the Project Coordinator.</li> <li><input type="checkbox"/> A report must be submitted to the DFIN Project Coordinator &amp; EHS within <b>24 hours</b> of an incident. This report must contain the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of company and contractor employee injured.</li> <li><input type="checkbox"/> Detailed description of incident, including when, what, who, where, why and how the incident occurred as well as any contributing factors were present.</li> <li><input type="checkbox"/> What corrective actions will be taken to prevent recurrence of incident.</li> </ul> </li> <li>• 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.</li> </ul>	<p>Project Coordinator Responsibilities Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explain reporting requirements.</li> <li><input type="checkbox"/> Explain what a Near Miss is.</li> </ul>
PERSONAL PROTECTIVE EQUIPMENT	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractors shall supply contract employees with proper PPE for the hazards associated with the job task/work area.</li> <li><input type="checkbox"/> Inform the Project Coordinator if aspects of <u>ANY</u> 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.</li> </ul>	<p>Project Coordinator Responsibilities Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform representative of DFIN PPE requirements</li> </ul>

HAZARD COMMUNICATIONS	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No chemicals are allowed on site unless approved by EHS Department.</li> <li><input type="checkbox"/> All chemical containers five gallons or greater must be stored in containment and must be labeled in accordance with 29 CFR 1910.1200. Any special storage requirements (such as flammable liquid storage) are the responsibility of the contractor.</li> <li><input type="checkbox"/> The DFIN Project Coordinator will provide SDS's for any hazardous chemicals it is foreseeable contractor employees may be exposed to. The Contractor will also provide SDS's for any chemicals used or brought on site.</li> <li><input type="checkbox"/> List chemical products to be used: <ul style="list-style-type: none"> <li><input type="checkbox"/> _____ SDS Provided <input type="checkbox"/></li> <li><input type="checkbox"/> _____ SDS Provided <input type="checkbox"/></li> <li><input type="checkbox"/> _____ SDS Provided <input type="checkbox"/></li> <li><input type="checkbox"/> _____ SDS Provided <input type="checkbox"/></li> </ul> </li> </ul>	<p><b>Project Coordinator Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide contractor with SDS for hazardous chemicals they may be reasonably be exposed to while on site.</li> <li><input type="checkbox"/> Inform contractor they must provide SDS's for all contractor chemicals and the SDS must be approved by EHS prior to the beginning of the project.</li> </ul>

LADDERS / SCAFFOLDS / MANLIFTS/PIV's	Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The contractor and all sub-contractors must be adequately trained in the use of ladders, scaffolds, maintenance vehicles and any other powered industrial vehicle and, at the request of DFIN, shall produce those records.</li> <li><input type="checkbox"/> Adequate fall protection is required at heights of 4 feet or more above the grade.</li> <li><input type="checkbox"/> Fall protection is required on all maintenance or other vehicles capable of elevating the worker during use and while travelling.</li> <li><input type="checkbox"/> For any ladder tasks of a 15 minute or longer duration or where three points of contact can't be maintained, the task must be performed in some other manner.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> When elevated work is conducted, barriers or notification signs or means must be used to inform DFIN employees of the overhead work.</li> <li><input type="checkbox"/> All contractor employees working under elevated work areas must wear a Type I hard hat.</li> </ul>	<p><b>Project Coordinator Responsibilities</b> Initial: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform the contractor representative of required truck types for high hazard areas.</li> <li><input type="checkbox"/> Advise representative of hazards in the work area (i.e. high voltage lines, un-insulated steam lines, sprinkler lines, etc.)</li> <li><input type="checkbox"/> Determine if any DFIN employees will be working under elevated work areas. If so, provisions shall be made to provide them with a Type I hard hat.</li> </ul>





OTHER: PLEASE DEFINE		Applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Contractor Responsibilities</b>	Initial: _____	Project Coordinator Responsibilities Initial: _____		
<input type="checkbox"/>		<input type="checkbox"/> List any other requirements or discussion not previously covered.		

	Print Name	Sign Name
Contractor Representative		
<b>Project Coordinator</b>		

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