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## **SUBPART A - PURPOSE**


The Contractor Safety Program is designed to protect company and contractor employees, equipment and facilities from injury, accident or loss. Contractors are persons not directly employed by the company who provide specific labor or services.

As a condition of doing business with Berry Bros., all contractors must comply with applicable local, state, federal regulatory requirements and our company safety procedures and policies.

Contractors will be reviewed and prequalified for work on several factors:

- Safety programs
- Safety record / safety statistics
- Training documentation

This data along with insurance criteria and the contractors TRIR will be used to help management in selecting subcontractors.

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**SUBPART B - EXAMPLES OF CONTRACTOR EMPLOYERS ARE:**

- Construction Companies (Scaffolding, etc.)
- Labor Companies
- Utility Service or Repair Companies
- Trenching Services
- Critical/Heavy Lifting Services
- Transportation & Shipping Services
- Hydro Testing Services


**SUBPART C - RESPONSIBILITIES**

**Management**

- Ensure contracts for bids contain appropriate information concerning the Contractor Safety program including all requirements.
- Provide access to MSDS material upon request of contractors.
- Monitor all contractor activity at their location.
- Ensure the areas in which the contractor's employees are working are maintained safe and free of hazards.
- Provide contractors with specific safety program requirements.
- Will conduct post-job safety performance reviews / evaluations of contractors.  
Criteria to be used will be:
  - JSA's completed.
  - Safety meetings conducted.
  - Man hours worked without an incident / accident.
  - Job performance.
  - Completion of job in a timely and professional manner, etc.

**HS&E/ Risk Management Department**

- Review contractors Safety program for compliance.
- Review Contractors Safety data: TRIR, E-Mod, DART, etc.
- Conduct additional training as needed.

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### **Contractors**

- Provide contractor employees with required personal protective equipment.
- Ensure Contractor Employees have the proper training for assigned tasks.
- Coordinate with Berry Bros.' Safety Manager for safety related issues.
- Maintain required insurance coverage.
- Establish and maintain an effective Safety and Health Program.
- Establish and maintain an effective Housekeeping Program.
- All contractors will be required to participate in regular safety inspections, tailgate safety meetings, and participate in job hazard analysis.

## **SUBPART D – INSURANCE**

### **MINIMUM INSURANCE REQUIREMENTS**

Contractors and Vendors are required to meet minimum Insurance Requirements according to the following schedule:


### **COVERAGE MINIMUM PER OCCURRENCE LIMITS**

- Automobile Liability \$ 1 Million
- General Liability \$ 1 Million
- Products Liability \$ 1 Million
- Completed Operations Liability \$ 1 Million
- Workmen's Compensation \$ 1 Million

**Note:** Exceptions to the \$1 million dollar coverages must be approved by BBGCI management.

### **CERTIFICATES OF INSURANCE**

Contractors must provide the company a Certificate of Insurance. The Certificate must list Berry Bros., its Divisions and Subsidiaries as an additional insured with a waiver of subrogation and notice of cancellation or non-renewal. Without the

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Certificate, the Company may have to assume the liabilities and responsibilities for the Contractor.

### **SUBPART E - TRAINING**

Information and training is to be made available to contractors in the form of copies of written safety programs. Written programs from the Required Training list, based on hazard exposure are to be presented to contractors.

### **SUBPART F - SAFETY REVIEWS (Pre-Job Startup)**


A comprehensive pre-work safety review conference will be conducted for all contractor work that involves:

- Construction & renovation.
- Equipment installation & repair.
- Utility modifications.
- Electrical & plumbing work.
- Work at elevated locations.
- Confined space entry.
- Use of toxic substances.
- Hot work or welding.
- Work on systems covered by PSM (Process Safety Management).

Safety review participants will consist of Berry Bros. HS&E/ Risk Management personnel as well as contractor safety representatives. All task specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor

### **SUBPART G - HAZARDOUS CHEMICAL/SUBSTANCE NOTIFICATION**

Contractors must follow the OSHA Hazard Communication Standard requirements including use, safe handling, and storage of chemicals.

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Contractors are required to inform Berry Bros. of all hazardous substances which may be brought on to Berry Bros.' property, including providing the most current Material Safety Data Sheet for each substance.

All spills and leaks of hazardous chemicals must be immediately reported to Berry Bros. HSE/Risk Management Department.

### **SUBPART H - WELDING & HOT-WORK PERMIT PROGRAM**

All hot work and welding operations must be conducted under the control of a Hot Work Permit unless the work is being done in a designated hot work zone that has been pre-approved by Berry Bros.' HS&E/Risk Management Departments or by the Client.

### **SUBPART I - CONFINED SPACE ENTRY**

Contractor employees are not authorized to enter any confined spaces on any Berry Bros.' property unless specifically required by the service or construction contract and even then, it must be done under a confined space permit.


### **SUBPART J - WORK AT ELEVATED LOCATIONS**

Required fall protection equipment shall be used by all contractor employees when working at elevated locations 6 feet or higher off the ground.

The contractor will provide the necessary PPE for their employees.

### **SUBPART K - OTHER POLICIES AND PROCEDURES**

All contractor employees shall adhere to all other Berry Bros.' policies, including but not limited to: access to company facilities, company equipment, use of controlled substances, firearm & explosive restrictions, harassment of other persons, traffic, and parking regulations.

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Revision Date: 06-30-08, 09-2-09  
10-13-14  
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Approved By: Safety Committee, Joe Berry  
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