

CONTRACTOR NOTIFICATION PROJECT HAZARD ASSESSMENT

The Contractor Notification Project Hazard Assessment requires that the Project Manager determine the nature of the work to be performed by the Contractor by reviewing the Project Hazard Assessment Inventory and outlining any additional notifications to be provided to the Contractor. The Contractor and the College Project Manager then sign and date the Contractor Notification Project Hazard Assessment.

A copy of the Contractor Notification Project Hazard Assessment is given to the Contractor and the signed original is kept in the Contractor file for a minimum of 3 years. Any questions regarding specific College hazards are to be directed to Safety & Risk Services.

NOTE: For a Contractor hired for an on-going period, an annual review is to be done and documented with an updated Contractor Notification Form kept in the Contractor file.

CONTRACTOR ADVISED OF COLLEGE SAFETY REQUIREMENTS

The Project Manager is responsible to ensure that a Contractor is properly notified of College safety requirements and that the Contractor signs and dates this Contractor Notification Project Hazard Assessment. This applies to all Contractors hired, including but not limited to:

- Construction Contractors;
- Electrical Contractors;
- Confined Space Entry Contractors; and
- Consultants in all areas and departments.

It is the Project Manager's responsibility to:

1. Evaluate the project and see that all appropriate safety notifications are provided;
2. Make the Emergency Guide and Evacuation Maps for the building and Safe Assembly Area Maps for the campus/center available to the Contractor.
3. Obtain a signed and dated Contractor Notification Project Hazard Assessment from the Contractor **prior to initiating the work project**; and
4. Keep a copy of the signed Contractor Notification Project Hazard Assessment for inclusion in the permanent Project Manager's Contractor file.

Project Hazard Assessment Form on next page . . . ↓

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To ensure that an OR-OSHA required Contractor Safety Notification is completed, the Project Manager must provide the following information based on the scope of the work to be performed:

Project Name/Work Order #: _____ **Date:** _____

Description of the Project: _____

Contractor (print name): _____

College Project Manager (print name): _____

The following Project Hazard Assessment is to be reviewed by the College's Project Manager with the Contractor for the planned work project **prior** to initiating the project. Depending on the size and scope of the project, it may be advisable to schedule daily pre-start safety meetings.

(*Note: NA = means not applicable to the project)

Item	NA*	Notified	Safety Issue/Description	Discussion comments with Contractor
1.			Accident Prevention Program: <ul style="list-style-type: none"> • Written Accident Prevention Plan (the Plan). • Name of person responsible for the Plan at job site. • Name of College employee to contact if there are any accidents or regulatory inspections that occur on job site. 	
2.			If Confined Space Entry is part of the work project, complete the College's Confined Space Entry Permit/Contractor Notification form and ensure copy of the Contractor's Confined Space Plan is provided prior to the work and documentation of employee confined space training.	
3.			Work involves potential asbestos/lead exposure: <ul style="list-style-type: none"> • Provide copy of asbestos/lead location. • Sample data. • Direct questions regarding asbestos/lead locations to Safety & Risk Services Manager. 	
4.			Emergency Medical and First Aid Program: <ul style="list-style-type: none"> • Emergency Phone: 911 for outside Emergency Service. • Medical Facility location: _____ • Contractor is responsible for their own first aid personnel and supplies. • AED location: _____ • Eye wash/safety shower location: _____ 	Note nearest medical facility and eye wash/safety shower location
5.			Emergency Evacuation Alarm System: <ul style="list-style-type: none"> • Review building alarm for fire or emergency evacuation. • Review campus, building Emergency Guide and postings. • Note Safe Assembly Area (SAA) locations. • Play alarm tape for Contractor. 	

Item	NA	Notified	Safety Issue/Description	Discussion comments with Contractor
6.			Hazard Communication Program: <ul style="list-style-type: none"> • Safety Data Sheets: College SDS are on line and available from Project Manager. • Workplace labeling: explain College's workplace labeling. • Special department procedures: note hazards related to a specific location. • Contractor SDS provided for products used at College. • Chemical approvals prior to use. 	
7.			Electrical Safety Issues: <ul style="list-style-type: none"> • Option of use of either GFCIs or Assured Equipment Grounding Program requirement. • Panels labeled and covered. • Lockout/Tagout Program (copy of College program provided as needed). • Competent person designation. 	
8.			Excavation, Drilling or Coring Activities: <ul style="list-style-type: none"> • Must ensure all proper locates of utilities are completed • Contractor has adequate plans and safeguards for the work area 	
9.			Fire Protection Needs: <ul style="list-style-type: none"> • Hot Work Permit (welding operations). • Work affects the fire suppression system and/or alarms. • Location of fire extinguishers. • Building fire suppression. • Fire Lane blockage. 	
10.			Flammable Liquids: <ul style="list-style-type: none"> • Ensure safe storage locations. • Safe disposal practices. 	
11.			Use of Forklifts, Cranes, and Other Equipment: <ul style="list-style-type: none"> • Safety procedures to ensure safety of students and staff. • Go over checkout procedure for College equipment. • Use of back-up alarms. 	
12.			Hazardous Energy Control (Lockout): Will this work project require energy control? If yes, review College's Lockout Program and arrange for notification regarding forms of energy and lockout points.	
13.			Housekeeping: <ul style="list-style-type: none"> • Work project expectations. • Storm Water restrictions/protection of system • Final cleanup. • Disposal of hazardous materials and universal waste. 	
14.			Personal Protective Equipment requirements: List PPE types required at work locations:	Use back of sheet →

Item	NA	Notified	Safety Issue/Description	Discussion comments with Contractor
15.			Scaffold Use: <ul style="list-style-type: none"> • Trained individual's name. • Inspection program. • Barricading work zone. 	
16.			Work Zone Hazard Notification: Does work require signs, barricades, and use of mobile cranes?	

_____ and _____
Contractor Name (print) **Contractor Signature**

CCB Number: _____

_____ and _____
Project Manager Name (print) **Project Manager Signature**

Date Reviewed: _____

PROJECT STARTING DATE: _____ **PROJECT COMPLETION DATE:** _____