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## CONTRACTOR SAFETY

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### OVERVIEW

This program serves to provide guidance to management and employees working for the City of Mebane. It is the intent of this document to meet any local, state or federal mandates including those required pursuant to the regulations outlined under Occupational Health and Safety Administration's (OSHA) 29 Code of Federal Regulation 1910 and 1926. The City of Mebane Safety Committee Chair, or their designee, shall investigate any accident that occurs within the jurisdictional limits for city as a result of contractor activity/work.

### PURPOSE

This Contractor Safety program is created to provide guidance and expectation for employees and visitors of the City of Mebane. The programs shall be reviewed at least annually, and, based on the ever changing work and natural growth of the City of Mebane so shall these documents be modified to reflect such growth and change. The city manager or their designee shall have responsibility for managing changes to the safety program.

### RESPONSIBILITY

It is the responsibility of every employee to not only read, but also *understand* the information on these pages. Each employee of the City of Mebane should consider it a personal responsibility to engage in daily activity that is safe and consistent with these programs. If a contractor is seen violating this policy, it is required that employees report this activity to their supervisor immediately.

The programs contained herein shall serve as a minimum guideline for entities coming on to City of Mebane property for the purposes of conducting business. Prior to conducting any project the entity shall establish compliance with the guidance set forth in this document.

Safety of employees, vendors, contractors and the public, city equipment and property will be considered the priority on any task and in no case shall it be compromised.

### CONTRACTOR SELECTION

Safety perimeter metrics will be used as criteria for selecting contractors. The Experience Modification Rate (EMR) and Total Recordable Incidence Rate (TRIR) of any contractor will be reviewed before using them. Additional safety information (i.e. DART and OSHA 300 logs) will be used to determine if high-risk contractors will be used. Prior work performance reports and safety audits will be used to assess safety history with the city.

City departments will only use approved contractors that meets the complete safety review defined in this policy. All subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, and meet the safety prequalification.

### CONTRACTOR REQUIREMENTS

Subcontractors must submit all liability insurance, workers compensation and auto insurance policies with 24 hours of being notified of pre-approval of any contracts.

Subcontractors will be included in the following any of following requirements:

- Pre-job meetings
- Kick-off meetings
- Any required pre-job safety orientations/trainings
- Job specific safety orientations
- Tailgate safety meetings
- Job safety analysis
- Hazard assessments
- On-the-job safety inspections

Contractors will be included in the completing post-job safety performance reviews.

Contractors shall be hired as an independent contractor and shall provide and furnish all materials, tools, supplies, equipment, services, supervision, and job safety oversight as required within but not limited to the City of Mebane safety manual.

**Policy Review and Critique Form**

**Review by:**

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**Date:**

1 / 28 / 2015

**Type of review:**

Annual:   X                        Post-Emergency:       

**Problems leading to review:**

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**Problems noted during review:**

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**Action to be taken:**

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