



*City of Burlington*

# **Contractor Safety Program**

**January, 2008**

**Adopted by the Central Safety Committee**

**January 8, 2008**

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## **I. PURPOSE**

The purpose of this Contractor Safety Program is to reduce the frequency and severity of workplace illnesses and injuries of contractors' employees, City of Burlington employees, and the general public who may be exposed to hazards resulting from work performed by contractors and subcontractors for the City of Burlington.

## **II. SCOPE AND AUTHORIZATION**

This program establishes processes that meet safe work practices and the requirements of :

- City of Burlington policies;
- Title 29 of the Code of Federal and State Regulations (CFR) Parts 1910, Occupational Safety and Health Administration (OSHA) Standards for General Industry; and
- Title 29 of the Code of Federal and State Regulations (CFR) Parts 1926, Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry.

Affected persons include, but are not limited to city employees, other employers, contractors and all visitors who may enter city property.

This written program will be available upon request in each department or division for review by any interested contractor, subcontractor or City of Burlington employee.

## **III. GENERAL REQUIREMENTS**

Contractors must ensure that their employees are able to demonstrate familiarity and comply with Federal, State and local regulations, policies and ordinances while engaged in execution of contractual obligations with the City of Burlington, including OSHA 29 CFR 1910 (General Industry) and OSHA 29 CFR 1926 (Construction). Employee safe work practices demonstrate awareness and application of the employer's commitment to safety. The City of Burlington reserves the right to require of contractors written documentation of employee safety training appropriate to tasks required by the contract.

Violations of safety requirements by contractors and/or their employees jeopardize the contractor's current and future working relationship with the City of Burlington. Should violations occur, contractors are expected to take immediate remedial action to abate hazards and the potential for work-related injuries.

The City of Burlington will make a reasonable and prudent effort to inform contractors of all known hazards to which their personnel or their sub-contractors might be exposed during execution of a contract. Contractors are expected to immediately inform appropriate City of Burlington personnel of work-related hazards discovered in the course of contract performance in order that appropriate hazard abatement may be effected and injuries and illnesses prevented.

The City of Burlington reserves the right to conduct unannounced audits of contractors' activities to ensure the safety and well being of all employees and regulatory compliance with applicable standards. Unacceptable work practices will be communicated to contractor supervision for correction unless an unsafe act or condition is observed that creates an imminent danger of death or serious physical harm [OSHA 29 CFR 1903.13(a)], in which instance an immediate stop-work order

may be issued by the City's representative that overrides all other contractual agreements. The contractor's response to this imminent danger will then contribute to the decision whether and/or when work is to be resumed.

Additional requirements of contractors are contained in the Appendices that follow. Contractors and their subcontractors are expected to be familiar with and to comply with all requirements.

**NOTE:**

**Contractors who incur at least 500 man-hours per calendar quarter while in a contractual relationship with the City of Burlington are required to immediately report in writing all OSHA-recordable employee injuries and illnesses to the City of Burlington Safety Director.**

**Contractors who incur at least 500 man-hours per calendar quarter while in a contractual relationship with the City of Burlington are also required to annually report in writing the total number man-hours worked during the calendar year so that the City of Burlington is in compliance with NC OSHA requirements.**

# EXPLANATION OF APPENDICES

## **Appendix A:** Documentation Required From Contractors

Contractors may be required to submit certain documentation prior to employment by the City of Burlington relating to their safe work practices. The extent of documentation is directly related to the degree of perceived risk of injury in the performance of the contract. Appendix A establishes and explains what documentation, if any, is required.

## **Appendix B:** Mutually Shared Responsibilities

The City of Burlington and contractors shall mutually share certain responsibilities intended to create a safe work environment for employees of both contractors and the City of Burlington. Those responsibilities are explained in Appendix B.

## **Appendix C:** Contractor Guidelines

Access into a City of Burlington facility, appropriate wearing apparel, use of tobacco products, possession of weapons on city property and other pertinent issues are explained in Appendix C. Contractors are expected to comply with these guidelines as a condition of employment by the City of Burlington.

## **Appendix D:** Incremental Enforcement of Safety Rules

The City of Burlington applies incremental enforcement of safety rules. Appendix D defines and explains corrective action for safety violations by contractors. The consequence of an initial safety violation is a written warning to the contractor. The consequences of a second or continued, serious safety violation can include temporary or permanent eviction from the job site of a contractor or his employees. Compliance with safety regulations and policies is the only acceptable behavior for both contractors' and City of Burlington employees.

## **Appendix E:** General Safety Requirements, Listed Alphabetically

Regulated safety topics common to most work environments are listed alphabetically, with explanations for each topic. Employees of both contractors and the City of Burlington are expected to comply with the requirements of these safety requirements.

## **Appendix F:** Quick Regulatory References for Contractors

To assist contractors with minimal resources, a "Quick Regulatory Reference" page is included in this safety program. It contains some, but not all, of the most commonly used regulatory statute references relating to construction. The contractor remains fully responsible for familiarity and compliance with all applicable safety regulations.

## **Appendix G:** "Hot Work" Permits

Contractors who perform welding, cutting and brazing in/on City of Burlington facilities and properties must complete a written "Hot Work" permit before performing the work under the mandate of OSHA 29 CFR 1910, Subpart Q. Appendix E is a sample of the form used by employees of the City of Burlington. It is not intended for use by contractors but rather as a sample of specific information included in an acceptable form.

## **Contractor's Safety Information Checklist Form**

All contracts, formal or informal, submitted to the City of Burlington require that the contractor provide certain information about the company's safety programs and injury history. This "City of Burlington Contractor's Safety Information Checklist Form" is used by the City of Burlington Safety Director to investigate the contractor's potential to safely execute the contract. A poor safety history will result in a

recommendation by the Safety Director that the city not approve the contractor's application. A copy of the Checklist Form is included in this safety program.

This form is used by the City of Burlington manager who initiates a contract.

# APPENDIX A

## Documentation Required From Contractors

Any authorized manager of the City of Burlington who is considering entering into or renewing a contractual agreement with an outside contractor must advise the contractor prior to awarding of a contract exactly what documentation is required by the City as a condition for consideration of the contractor's application to perform work or services for the City. The extent of documentation required is directly proportionate to the recognized safety hazards inherent in the job or service to be performed, as determined and defined in Appendix B (Safety Risk Assessment), PART II A and PART II B. The Safety Risk Assessment was developed by the City of Burlington to assist managers in their decision-making process and to assure equal and fair consideration for all contractors. The City of Burlington manager who is letting the contract is responsible for ensuring that the contractor has submitted documentation appropriate to the requirements of Appendix A, Part I as determined by information contained in Appendix A, Part IIA and/or Appendix A, Part IIB. Contractors who employ subcontractors are responsible for ensuring that the subcontractor's safe work practices comply with applicable requirements of performing work or services affecting the City of Burlington.

Work or service to be performed has been assigned an injury risk value from 1 to 5. 1 is the least amount of risk (of being injured) inherent in the job and 5 is the greatest. For each risk level, specific liability documentation must be factored into the application. Without sufficient documentation to offset the City's liability, the contract application will not be considered. As a political subdivision of the State of North Carolina, the City of Burlington bidding process is subject to requirements as stipulated in General Statutes 143-129 and 143-131. GS 143-129 establishes formal contracts as those in excess of \$300,000 for construction or repair work and in excess of \$90,000 for purchase of apparatus, supplies, materials or equipment. GS 143-131 establishes informal contracts as those in excess of \$30,000 for either construction or repair work or purchase of apparatus, supplies, materials or equipment, but less than \$300,000 for construction or repair work and less than \$90,000 for purchase of apparatus, supplies, materials or equipment. Dollar amounts for formal and informal contracts are subject to revisions in applicable North Carolina General Statutes.

Part I establishes specific safety documentation required of the contractor based on the degree of potential risk of injury, on a scale of 1 through 5, where 5 is the greatest risk.

Part IIA lists jobs or services to be performed, grouped alphabetically A-Z, for quick reference. The City of Burlington manager who is letting the contract should be consulted for any job or service not included in Part II A or Part II B.

Part IIB lists jobs or services to be performed, grouped by numerical degree of risk 5 through 1, for quick reference. The City of Burlington manager who is letting the contract should be consulted for any job or service not included in Part II A or Part II B.

### ***INSTRUCTIONS FOR USING APPENDIX A:***

1. In the **PART II A** (alphabetical) list, locate the job or service to be performed.
2. Determine the degree of risk assigned to the job.
3. Advise the potential contractor what documentation is required as specified in **PART I**.

*City of Burlington*  
**Safety Risk Assessment**  
**For**  
**Contractors**

**APPENDIX A (continued)**

**Required Contractual Documentation**

**PART I**

| Documentation Required   | Degree of Risk        |
|--|-----------------------|
| None Required  | 1                     |
| 1. Certificate of Liability and Workers' Compensation Insurance  | 2                     |
| 1. Certificate of Liability and Workers' Compensation Insurance<br>2. Hold Harmless Agreement  | 3                     |
| 1. Certificate of Liability and Workers' Compensation Insurance<br>2. Hold Harmless Agreement generated by contractor but subject to approval by the City of Burlington legal department<br>3. Written Safety Information Checklist<br>4. Copies of OSHA 300 Logs for past 5 years<br>5. Workers' Compensation Modifier Rate for Past 3 years  | 4                     |
| 1. Certificate of Liability and Workers' Compensation Insurance<br>2. Hold Harmless Agreement generated by contractor but subject to approval by the City of Burlington legal department<br>3. Written Safety Information Checklist<br>4. Copies of OSHA 300 Logs for past 5 years<br>5. Workers' Compensation Modifier Rate for Past 3 years<br>6. Any special requirements incorporated into the bid package | 5<br>Special Projects |

**PART II A (Grouped Alphabetically for quick reference)**

| Job or Service To Be Performed                                    | Degree of Risk |
|---|----------------|
| Awards (Plaques, trophies, certificates, etc.)                    | 1              |
| Ball field lights, installation & maintenance, above 6' elevation | 4              |
| Ball field lights, installation & maintenance, under 6' elevation | 2              |
| Carpet installation   | 1              |
| Catering  | 1              |
| Chiller maintenance & repair                                      | 3              |
| Confined Space Entry (Permit Required)                            | 4              |
| Construction with any traffic impediment                          | 4              |



|  |   |
|--|---|
| Construction, ceramic tile installation and repair   | 3 |
| Construction, concrete finishing   | 3 |
| Construction, crack sealing or milling   | 3 |
| Construction, electrical installation  | 4 |
| Construction, general  | 4 |
| Construction, road   | 4 |
| Construction, using backhoe  | 4 |
| Construction, utility  | 4 |
| Consultants, on site   | 2 |
| Copier maintenance   | 1 |
| Crane service (in neutral environment)   | 3 |
| Crane service (involving people, electrical, utilities, traffic)                                   | 4 |
| Curb & gutter  | 2 |
| Dam repair and/or underwater inspection  | 4 |
| Deliveries (all <u>except</u> gases [flammables, combustibles, compressed], chemicals, explosives) | 1 |
| Deliveries, compressed gas (including welding supplies) and explosives                             | 4 |
| Deliveries, gasoline and other flammables or combustibles  | 2 |
| Delivery, chemical (hazardous)   | 4 |
| Delivery, chemical (non-hazardous)   | 2 |
| Delivery, welding supplies (other than compressed gas)   | 3 |
| Demolition   | 4 |
| Drywall installation / finishing   | 1 |
| Electrical, with exposure to energized parts (<50 volts), >5 volts                                 | 4 |
| Electrical, with NO exposure to energized parts  | 2 |
| Elevator maintenance / inspections   | 4 |
| Emergency generator preventive maintenance   | 2 |
| Equipment rental where equipment presents no recognized hazard                                     | 1 |
| Fence (barricade) installation at or above 10' elevation (rooftop, etc.)                           | 4 |
| Fence installation/repair at ground level  | 2 |
| Fiber optic installation & maintenance, above 6' elevation   | 4 |
| Fiber optic installation & maintenance, under 6' elevation   | 2 |
| Fire alarm systems & pneumatic controls, above 6' elevation  | 4 |
| Fire alarm systems & pneumatic controls, under 6' elevation  | 2 |
| Fire extinguisher services   | 1 |
| Fluorescent tube disposal  | 2 |
| General radio maintenance of de-energized, non-transmitting equipment                              | 1 |
| Hayrides   | 1 |
| HVAC, above 6' elevation   | 4 |
| HVAC, under 6' elevation   | 3 |
| Instrumentation calibration, repair, replacement   | 2 |
| Laboratory repair/service  | 2 |
| Lake (or other water source) environmental sampling  | 4 |
| Lock repair and installation   | 2 |
| Manhole (sewer) rehabilitation   | 4 |
| Mowing   | 3 |
| Overhead door repair   | 2 |
| Painting (exterior), 1 <sup>st</sup> story level   | 1 |
| Painting (exterior), 2 <sup>nd</sup> story   | 3 |

|  |    |
|--|----|
| Painting (exterior), 3 <sup>rd</sup> story or higher   | 4  |
| Pest control   | 3  |
| Pressure wash vehicles and other structures when operator is under 6' elevation  | 2  |
| Pressure wash vehicles and other structures when operator is above 6' elevation but operating from a scissor lift        | 3  |
| Pressure wash vehicles and other structures when operator is above 6' elevation but is NOT operating from a scissor lift | 4  |
| Printing   | 1  |
| Professional services  | 1  |
| Radio  | 2  |
| Radio tower maintenance  | 4  |
| Recycling  | 2  |
| Road striping  | 4  |
| Roofing (shingles)   | 2  |
| Roofing inspection   | 4  |
| Roofing, built-up  | 4  |
| Service contracts  | 2  |
| Sewer pipe rehabilitation  | 4  |
| Sidewalk repair/construction   | 4* |
| Snack deliveries   | 1  |
| Souvenir sales   | 1  |
| Telephone services, below 6' elevation   | 1  |
| Telephone services, above 6' elevation when operating from a scissors lift   | 3  |
| Telephone services, above 6' elevation, when NOT operating from scissors lift  | 4  |
| Towing services  | 3  |
| Transmission repair  | 2  |
| Tree trimming, from ground or elevated level   | 4  |
| Trucking   | 4  |
| Uniform rental or services   | 1  |
| Used oil disposal  | 2  |
| Vehicle services   | 1  |
| Water tower construction/maintenance   | 4  |
| Welding (confined spaces; flammable/explosive environment)   | 4  |
| Welding (non-flammable/non-explosive environment)  | 2  |
| Window & glass installation, above 10' elevation, requiring fall protection  | 4  |
| Window & glass installation, under 10' elevation, not requiring fall protection  | 2  |

|  |   |
|--|---|
| Any activity requiring permitted confined space entry, fall protection, exposure to vehicular traffic including signs, signals and flagging, trenching and shoring, all use of articulated arm vehicles, all use of power tools, or other work activities universally recognized as inherently or potentially hazardous carry a risk factor of at least 4. Jobs and services not listed above may be submitted to the City of Burlington Safety Director by the authorized manager for determination of risk to be assigned to the task prior to awarding of any contract to a vendor or contractor. | 4 |
|--|---|

**NOTE: Elements of Part II will be revised as new jobs/services are discovered, and Part I risk assignments will be made at that time.**

## PART II B (Grouped by degree of risk, then alphabetically)

| Job or Service To Be Performed   | Degree of Risk |
|--|----------------|
| Ball field lights, installation & maintenance, <b>HIGHER THAN 6'</b> elevation   | 4              |
| Confined Space Entry (Permit Required)   | 4              |
| Construction with any traffic impediment   | 4              |
| Construction, electrical installation  | 4              |
| Construction, general  | 4              |
| Construction, road   | 4              |
| Construction, using backhoe  | 4              |
| Construction, utility  | 4              |
| Crane service (involving people, electrical, utilities, traffic)   | 4              |
| Dam repair and/or underwater inspection  | 4              |
| Deliveries, compressed gas (including welding supplies) and explosives   | 4              |
| Delivery, chemical (hazardous)   | 4              |
| Demolition   | 4              |
| Electrical, with exposure to energized parts (<50 volts), >5 volts   | 4              |
| Elevator maintenance / inspections   | 4              |
| Fence (barricade) installation at or above 10' elevation (rooftop, etc.)   | 4              |
| Fiber optic installation & maintenance, above 6' elevation   | 4              |
| Fire alarm systems & pneumatic controls, above 6' elevation  | 4              |
| HVAC, above 6' elevation   | 4              |
| Lake (or other water source) environmental sampling  | 4              |
| Manhole (sewer) rehabilitation   | 4              |
| Painting (exterior), 3 <sup>rd</sup> story or higher   | 4              |
| Pressure wash vehicles and other structures when operator is above 6' elevation but is NOT operating from a scissor lift | 4              |
| Radio tower maintenance  | 4              |
| Road striping  | 4              |
| Roofing inspection   | 4              |
| Roofing, built-up  | 4              |
| Sewer pipe rehabilitation  | 4              |
| Sidewalk repair/construction   | 4*             |
| Telephone services, above 6' elevation, when NOT operating from scissors lift  | 4              |
| Tree trimming, from ground or elevated level   | 4              |
| Trucking   | 4              |
| Water tower construction/maintenance   | 4              |
| Welding (confined spaces; flammable/explosive environment  | 4              |
| Window & glass installation, above 10' elevation, requiring fall protection  | 4              |
| Chiller maintenance & repair   | 3              |
| Construction, ceramic tile installation and repair   | 3              |
| Construction, concrete finishing   | 3              |
| Construction, crack sealing or milling   | 3              |
| Crane service (in neutral environment)   | 3              |
| Delivery, welding supplies (other than compressed gas)   | 3              |
| HVAC, under 6' elevation   | 3              |
| Mowing   | 3              |
| Painting (exterior), 2 <sup>nd</sup> story   | 3              |

|   |   |
|---|---|
| Pest control  | 3 |
| Pressure wash vehicles and other structures when operator is above 6' elevation but operating from a scissor lift | 3 |
| Telephone services, above 6' elevation when operating from a scissors lift  | 3 |
| Towing services   | 3 |
| Ball field lights, installation & maintenance, <b>LOWER THAN</b> 6' elevation                                     | 2 |
| Consultants, on site  | 2 |
| Curb & gutter   | 2 |
| Deliveries, gasoline and other flammables or combustibles   | 2 |
| Delivery, chemical (non-hazardous)  | 2 |
| Electrical, with NO exposure to energized parts   | 2 |
| Emergency generator preventive maintenance  | 2 |
| Fence installation/repair at ground level   | 2 |
| Fiber optic installation & maintenance, under 6' elevation  | 2 |
| Fire alarm systems & pneumatic controls, under 6' elevation   | 2 |
| Fluorescent tube disposal   | 2 |
| Instrumentation calibration, repair, replacement  | 2 |
| Laboratory repair/service   | 2 |
| Lock repair and installation  | 2 |
| Overhead door repair  | 2 |
| Pressure wash vehicles and other structures when operator is under 6' elevation                                   | 2 |
| Radio   | 2 |
| Recycling   | 2 |
| Roofing (shingles)  | 2 |
| Service contracts   | 2 |
| Transmission repair   | 2 |
| Used oil disposal   | 2 |
| Welding (non-inflammable/non-explosive environment)   | 2 |
| Window & glass installation, under 10' elevation, not requiring fall protection                                   | 2 |
| Awards (Plaques, trophies, certificates, etc.)  | 1 |
| Carpet installation   | 1 |
| Catering  | 1 |
| Copier maintenance  | 1 |
| Deliveries (all <u>except</u> gases [flammables, combustibles, compressed], chemicals, explosives)                | 1 |
| Drywall installation / finishing  | 1 |
| Equipment rental where equipment presents no recognized hazard  | 1 |
| Fire extinguisher services  | 1 |
| General radio maintenance of de-energized, non-transmitting equipment   | 1 |
| Hayrides  | 1 |
| Painting (exterior), 1 <sup>st</sup> story level  | 1 |
| Printing  | 1 |
| Professional services   | 1 |
| Snack deliveries  | 1 |
| Souvenir sales  | 1 |
| Telephone services, below 6' elevation  | 1 |
| Uniform rental or services  | 1 |
| Vehicle services  | 1 |

\* A risk factor of 4 has been assigned to sidewalk repair/construction due to exposure to silica dust.

# APPENDIX B

## Mutually Shared Responsibilities

### The City of Burlington shall:

1. Inform contractors of known safety, environmental and health conditions (i.e., noise, chemical, heat, buried utility locations, etc.);
2. Inform contractors of facility-specific safety, environmental, and health rules;
3. Inform contractor of the required response of their employees to emergency alarms, and communicate facility-specific Emergency Evacuation Procedures;
4. Limit, as much as possible, the entry of City of Burlington personnel into the area where a contractor is performing work;
5. Coordinate appropriate safety procedures, such as lockout, confined space, etc., with appropriate contractor supervision;
6. Audit contractor activities from time to time to determine compliance with safety terms outlined herein. All safety violations should be brought to the attention of contractor supervision for correction. But, if an unsafe act or condition creates an imminent danger of death or serious physical harm [OSHA 29 CFR 1903.13(a)] IMMEDIATE steps shall be taken to stop the work in order to protect life and well-being;
7. Participate in accident/incident investigations of all recordable injuries;
8. Clearly communicate to contract management that failure to correct unsafe work conditions will lead to work stoppage and possible termination of the contract.

### Contractors shall:

Inform their employees and any subcontractors that:

1. The City of Burlington will enforce Federal, State and local laws governing the possession and/or use of illegal drugs or illegally obtained prescription drugs or the possession, use, transfer or sale of alcohol on City of Burlington property or by persons contracted to the City of Burlington. Contractors will bear the responsibility of immediately removing from City property any person in their employ who violates the above laws and statutes.
2. Any contractor employee who violates these provisions may be removed and barred from the City of Burlington's property, at the discretion of the City of Burlington.

# APPENDIX C

## *City of Burlington* **Contractor Guidelines**

### **1. Access into a City of Burlington facility**

- a. Contractor access to the facility worksite is limited to the contracted work site and material staging areas. Contractor employees will use a designated route to and from the work site and will not deviate from the assigned route without the facility manager's permission. The facility manager or his/her representative will assign the designated route. Contract employees should restrict their presence only to the immediate areas necessary for performance of their contracted work.

### **2. Wearing Apparel**

- a. Footwear appropriate to the job hazards shall be worn at all times.
- b. Clothing shall be appropriate to the task to be performed and shall meet all protective safety standards and facility requirements.
- c. Articles of clothing with offensive wording, phrases or images are prohibited.

### **3. Tobacco**

- a. The use of tobacco in all forms shall be restricted to authorized areas and shall not create at-risk conditions involving flammable liquids, toxic chemicals or other hazards. City of Burlington ordinances prohibit smoking inside City facilities.

### **4. Weapons and/or Workplace Violence**

- a. Possession of unauthorized firearms or dangerous weapons on the job on any City of Burlington property is sufficient reason for immediate expulsion from the property of any contractor or subcontractor.
- b. Should an armed contractor or sub-contractor in any way resist expulsion from City of Burlington property, or exhibit behavior that can be construed as aggressive or belligerent, the police department shall be asked to intervene.

Reference: City of Burlington Code, Part II, Chapter 2, Article VI, Division 9, Section 2-400 (f) and (g)

### **5. Other guidelines to be communicated to contractors as appropriate.**

## APPENDIX D

# Incremental Enforcement of Safety Rules

- A. You (the contractor) and your company, employees, and sub-contractors are expected to abide by all rules and policies contained in this document and/or otherwise established by the City of Burlington and/or written on the Purchase Order.
- B. Your safety and livelihood, and that of City of Burlington employees, are affected by compliance with these rules. Compliance is the ONLY acceptable behavior. If violations occur, **Corrective Action** will be imposed as follows:

**1<sup>st</sup> Violation** : *A Written Warning is issued.* Name, company, badge number or other ID, the date and the nature of the violation are recorded and kept on file in the Safety Office for a period of one year.

**2<sup>nd</sup> Violation** : *Escorted from the job site* and further action will be at the discretion of the City of Burlington Safety Director and manager who issued the contract.

**Major Safety Policy Violations** : *Depending on the severity and potential consequences of the infraction, major safety policy violations committed by a contract worker may require their immediate and permanent eviction from company property.*

C. ***Continuing problems*** from specific contractors will result in:

1. Eliminating that contractor from performing any work for the City of Burlington for a period of not less than one year.
2. If problems with a contractor persist while a job is in progress, all employees from that contracting firm will be escorted from the facility and denied access.

# APPENDIX E

## *City of Burlington*

# GENERAL SAFETY REQUIREMENTS

(Listed Alphabetically)

While in the employ of the City of Burlington contractors shall require their employees to comply with safe work practices equivalent to those required of the City of Burlington's own employees. Some, but not all, of those work practices are as follows:

### **ALCOHOL AND DRUGS**

The use, possession, sale, transfer or purchase of alcohol, illegal drugs or controlled substances on City of Burlington property is prohibited.

### **ASBESTOS**

Any suspect material is to be treated as asbestos-containing material.

Contractors are prohibited from removing or disturbing suspect material until the insulation is determined to be asbestos-free.

Asbestos-containing material must be removed in accordance with local, state and federal requirements.

All required permits must be secured before removal work begins

### **COMPRESSED AIR, USE OF**

Hoses and couplings must be checked daily before use. All hose couplings must be provided with a positive locking device.

Compressed air is NOT to be used for blowing materials off yourself or others. A dead-head pressure of 30 psi is required at the compressed air outlet of the hose.

### **COMPRESSED GAS CYLINDERS**

Compressed gas cylinders must be *chained* to a secure mounting surface or in a tank cart designed for this purpose and valves and regulators must be guarded or protected. Protective, screw-on caps must be in place on all cylinders not in use.

### **CONFINED SPACE ENTRY**

*Confined Space Permits* are required whenever inspections or work is being done inside a space that meets OSHA's definition of a permit-required confined space (29 CFR 1910.146 or 29 CFR 1926.21(b)(ii) and 1926.21(b)(6)(i)).

Contractors whose employees must enter permit-required spaces under contract to the City of Burlington are required to have a written program, to have sufficiently trained their employees to conduct safe entry, and to follow all regulatory permit-required confined space entry requirements. Failure to follow regulatory permit-required confined space entry requirements can result in expulsion of a contractor from City of Burlington facilities and exclusion of that contractor from future contracts for a period of not less than one year.

### **CRANES, HOISTS AND LIFTING DEVICES (LDs)**

1. Cranes are to be load-tested, inspected and operated within the design limits specified by the manufacturer and applicable regulations.
2. Rated load capacities, recommended operating speeds and special hazard warnings or instructions shall be posted conspicuously on all equipment.
3. All accessible areas within the radius of a counterweight swing must be barricaded to limit access.
4. Required clearance must be maintained between the crane and energized power lines.



5. Personnel are prohibited from riding on the hook or the “headache” ball.
6. All OSHA requirements must be followed when using personnel lift baskets (29 CFR 1910.67).
7. Outriggers must be fully extended and on firm ground.
8. Don’t allow persons to walk or stand under or beside suspended loads.
9. Don’t lift loads over persons at lower levels.

## **DEMOLITION**

Demolition is a highly specialized activity and requires careful planning and competent supervision.

1. Prior to permitting employees to start demolition operations, a survey shall be made of the structure to determine its condition.
2. The area must be barricaded to prevent unauthorized personnel from entering.
3. Head, foot and eye protection is required for anyone entering the area.
4. Any asbestos-containing material must be removed according to City of Burlington, local, state and federal regulations.
5. Crane operators must be able to see the work or a signal person must be utilized.
6. Do not throw materials to the ground; lower them by cranes or chutes.
7. Never allow employees to work below other employees.
8. Never leave unstable structures in place without proper support.

## **ENVIRONMENTAL**

### **Erosion Control**

All applicable permits must be in hand before grading or other soil disturbing activities are begun. Erosion control dams, settling ponds, etc. must be maintained during building activities. Ground cover is to be restored as soon as practical.

### **Waste Disposal**

All waste is to be disposed of in approved local landfills. Prior to being hauled off, waste is to be collected in designated containers. Special attention is to be given to waste chemical products, such as paint, cutting oils, cleaning fluids, etc. The contractor is responsible for removing all waste materials from the property and disposing of them in compliance with federal, state and local regulations.

### **Spill Control**

All oils, greases and fuels are to be kept on containment skids or in double-walled containers. The contractor is responsible for having spill containment/clean-up supplies on hand and provisions to handle any spills that may occur.

**Any questions, please contact the Project Engineer or Safety & Environmental Manager.**

## **EVACUATION OF THE FACILITY**

In case of fire, hazardous gas release, or other emergencies requiring evacuation, an alert signal will be sounded and you must leave the building by the nearest exit. Upon first entering your work area, check the posted evacuation routes for that area, or contact the Project Engineer or Facility Safety Manager. Each location will provide “Emergency Exits and Evacuation” information. Once having evacuated the area and having reported your evacuation from the building, remain in that location until an authorized person tells you to return to the work site. Do not leave the area and do not reenter the facility without permission from the Emergency Site Manager.

## **FLAMMABLE LIQUIDS**

Any gasoline or flammable liquids brought on site must be kept in flame trap safety cans properly marked with contents. NFPA approved and lockable flammable liquid storage and oily rag containers must be supplied and used by the contractor. These containers must be labeled in accordance with OSHA guidelines.

## **FORKLIFTS (Powered Industrial Trucks)**

- A. Contractor use of forklifts on City of Burlington property is subject to the requirements of the City of Burlington’s Powered Industrial Truck Program adopted by the City of Burlington Central

Safety Committee on 1/10/06, a copy of which is available to any contractor upon request from the City of Burlington Safety Director.

- B. All forklifts (and other similar equipment) must be capable of passing a City of Burlington safety inspection before it is brought onto or operated on City property. Any such equipment found to be in violation of safety requirements will be “locked out” until repaired or removed from City property.
- C. **Seat belts must be worn at all times when operating a forklift or similar machine in compliance with NC OSHA.**
- D. No gasoline or LP gas forklift trucks are to operate indoors, unless specifically authorized by the Project Engineer and the Environmental and Safety Manager. The City of Burlington does not provide fork trucks for the use of contractors. Each contractor is expected to provide his own lift truck when contracted to the City of Burlington.
- E. All powered industrial trucks (forklifts) require that the operator be trained by a competent person and be authorized by his employer to safely operate it.
- F. Lift trucks must be driven in reverse if the load obstructs the driver’s forward view. Trucks must be equipped with an audible “reverse (‘backup’) alarm”.
- G. “Hitching” rides on fork trucks and other similar equipment is prohibited and will result in disciplinary action against both the driver and the person hitching a ride.
- H. When leaving a lift truck unattended and out of sight, lower the forks to the working surface, tip the forks forward so that the leading edges of the forks are as close to the working surface as possible, put the controls in neutral, shut off the power and set the emergency brake. Chock the wheels if parked on an incline. Keys should be removed if contractor must move beyond visual range of the lift. If the operator intends to momentarily step off the forklift and wishes to leave it running, he may follow all the steps above *except* he may leave the engine running **IF** he can see the forklift at all times and is never more than 25 feet from the forklift.
- I. Personnel may be elevated by forklift trucks only if an approved work platform is used, secured to the mast, and the operator has been trained to use the work platform.
- J. Pedestrians have the right of way at all times. Period.
- K. Slow down and sound the horn at blind spots and/or intersections.

### **HOT WORK (WELDING, CUTTING, TORCHING)**

Cutting/Welding Hot Work Permit procedures have been established to ensure the safety of contractor and City of Burlington employees.

**Hot Work Permits** are required whenever soldering, welding or burning operations are being conducted in the facility. The permits must be completely filled out, signed by the Project Engineer and countersigned by the Supervisor of the department where the work is being done.

\*Note: Whenever cutting, welding or burning operations are being conducted, fumes must be vented to the outside; that is, provide adequate ventilation to welding area. If this is not possible due to location of the work, portable ventilation units supplied by the contractor will be used. See Appendix A (“Checklist for Cutting/Welding”)

Contractors and sub-contractors must obtain a “*Cutting/Welding*” Permit from the Project Engineer prior to performing any open-flame work. In addition, compliance with the following guidelines is required.

1. All full or empty cylinders must be chained in an upright position in a welding cart or to a wall or post so that they cannot tip or fall over.
2. All cylinders must be stored away from excessive heat sources such as boilers or direct sunlight.
3. All oxygen and acetylene cylinders must be properly identified as oxygen and acetylene and stored at least 20 feet apart or separated by a 5 foot high, ½ hour fire rated barrier.
4. Safety caps must always be in place when cylinders are not in use.

5. Never use any flammable oil or grease on any welding or cutting equipment and be sure welder's clothing is grease-free.
6. Never use defective, worn, or leaking equipment and never attempt to repair it yourself; never tape hoses.
7. Welders and helpers must ALWAYS wear goggles and/or face shields and a full body covering to protect against burns, glares and sparks.
8. A fire extinguisher must be available for immediate use. A fire watch must be continually posted at all welding and burning operations.
9. Make sure the area where you are welding or cutting is well ventilated according to OSHA 29 CFR 1915.51(b)(1)(ii).
10. Remove combustible materials at least 35 feet from the working area; otherwise protect them with fire-resistant tarps or screens.
11. When using electric cutting or welding equipment, the operator must stand on a dry surface and/or wear rubber boots.
12. Make sure fire-resistant welding screens or curtains are in place to protect other workers from sparks and glare.
13. Be sure helmet or protective goggles are in place over the eyes BEFORE lighting the torch and/or striking the arc.
14. Never weld or cut on a piece of equipment while it is in operation and until it has been cleaned inside and out of combustible contents and/or flammable liquids. Never weld on electrical or electronic equipment or equipment with electrical or electronic components without the approval of the Project Engineer.
15. Be sure any piping containers or similar closed equipment are purged and vented before welding on them.
16. After the work has been completed, shut off valves on cylinders and always bleed gas from hoses to zero pressure.
17. Check the area, including floors above and below, after work is completed to make sure no fires have been started. Re-check the area a half-hour later for the same reason.
18. Flash arrestors must be installed on welding and cutting equipment.

## **INJURY REPORTING**

**REPORT ALL INJURIES IMMEDIATELY, NO MATTER HOW SMALL**, to your shift supervisor or department manager.

All recordable injuries must be reported to the Facility Safety Manager.

The City of Burlington Safety Director may choose to participate in the accident/incident investigation.

## **LOCKOUT / TAGOUT**

**The City of Burlington does NOT recognize "TAGOUT" as a substitute for "LOCKOUT".**

Safe work practices including lockout of hazardous energy sources are required to ensure safety when working in or around machines and systems. Deviation from established safe work practices will result in disciplinary action.

Lockout procedures at least as stringent as those in use by the City of Burlington must be followed by the contractor whenever the hazards of the job to be performed require lockout of any form of energy.

Contractors whose tasks require lockout shall communicate with an authorized City of Burlington manager prior to initiating lockout to ensure an understanding of the extent of City of Burlington lockout requirements.

1. Notify the project engineer and operator(s) of your intent to shut down and lock out equipment. Depending on the job, the project engineer and/or electrician will identify all necessary power sources to be locked out in order to fully isolate the equipment. Contact the

- project engineer and/or designated electrician to identify the power source if there is any question.
2. Notify all affected persons of your intention to lockout equipment.
  3. Personally lock out all electrical, mechanical, pneumatic, and kinetic energy sources connected to a machine. Use as many padlocks, blocks and chains as necessary. If more than one person is working on a machine, **each person must lock out the power source with his own lock**. Each employee must maintain sole possession of the key to his/her lock at all times and no one is allowed to remove a lock belonging to someone else.
  4. After locking out equipment, attempt to start it with the normal starting controls. If equipment starts up, it is NOT locked out. Stop it and check to see if the proper disconnect switch has been locked out. If equipment does not start, the "STOP" button should be pushed to ensure that equipment does not automatically start when lockout is removed. If equipment cannot be locked out, immediately notify your supervisor. Do nothing until authorized by the supervisor.
  5. Wheel valves for high pressure steam lines, gas lines, etc., must be chained and locked out and pressure relieved from the systems.
  6. If a job is taken over by another person, the relieving person must secure his lock to the control device BEFORE the first person's lock is removed.
  7. When the work has been completed, notify the project engineer, operator and all other affected persons that you are about to return the equipment to service.
  8. NEVER rely on the protection of another employee's lock for any reason.
  9. **NO EMPLOYEE SHALL REMOVE ANOTHER EMPLOYEE'S LOCK OR TAG.**
  10. If an employee who has locked out equipment cannot be located when its time to remove the lock, inform the project engineer or facility safety manager. Only the Project Engineer or facility safety manager may obtain the necessary authorization to remove the lock.
  11. Remove all locks and return the equipment to its original operating state.
  12. Clean up all tools, equipment and debris left over from the lockout procedure.

### **MSDS (Material Safety Data Sheet)**

The contractor must submit to the assigned Project Engineer and/or Facility Safety Manager, MSDS sheets on any hazardous material **prior** to bringing the material onto City of Burlington property. The assigned Engineer will supply you with City of Burlington MSDS sheets for any hazardous material to which you, your employees, or sub-contractors might be exposed.

**\*Note: It is the Contractor's responsibility to train their employees in using these materials safely. At the conclusion of a project, the contractor is responsible for the removal and legal disposal of unused or hazardous materials.**

### **PPE (Personal Protective Equipment, other than respiratory)**

Contractors must provide and ensure proper use and maintenance of all required personal protective equipment for their employees while on City of Burlington property. Personal protective equipment, including eye, face, head, hearing, hand, trunk, and foot protection shall be dictated by the hazards of the work being performed and shall be correctly worn.

### **RESPIRATORY PROTECTION**

Respirator users **MUST BE FIT-TESTED AND TRAINED** by their employer in selection, correct use, maintenance, storage and inspection prior to use. It is the responsibility of contractor management to train its employees and to provide training documentation to the City of Burlington upon request.

A copy of the contractor's written respiratory protection program must be available for City of Burlington management review upon request.

### **SIGNAGE, Safety**

Warning signs are posted throughout a facility to protect the people who work there. Read and obey them. At locations where potential hazards exist due to contractor activities, contractors shall be

responsible for posting, installing, maintaining and enforcing signs, signals and barricades to detour the passage of persons or vehicles from harm.

## **STEEL ERECTION AND RIGGING**

Compliance with all applicable OSHA regulations and industry standards relating to steel erection and/or rigging is required.

## **TOOLS**

### **Loaning of:**

Contractors should not expect to use tools belonging to the City of Burlington or its employees. Contractors should provide and repair their own hand and power tools. Due to insurance liability, the City of Burlington will not be responsible for tool repairs of any kind.

### **Power Tools, use of**

1. Portable power tools must not be operated unless the contractor's employee is trained in their use.
2. Electrical power tools must be double insulated or shall be of an approved system that contains three wires with a ground.
3. OSHA regulations for equipment grounding **MUST** be followed. The use of ground-fault circuit interrupters or an assured grounding program is required. Inspection and testing of electrical power equipment shall be performed as required by OSHA 1926.404.
4. Guards or shields must be present on all power tools before use and safety guards may not be defeated.
5. Electrical power tools are not to be used in explosive atmospheres unless the tool is approved for service in a hazardous location.
6. Pneumatic-powered tools are to be secured to the hose by positive means to prevent the tools from becoming accidentally disconnected.
7. All hose couplings must be provided with positive locking devices.
8. Operators of power-actuated tools must be authorized and must be able to prove that they have been trained to use them.
9. All defective power tools must be taken out of service immediately.

## **TRENCHING, SHORING AND EXCAVATIONS**

Strict compliance with all regulatory requirements of OSHA 29 CFR 1926.650 and other related references to the hazards of excavations and trenching/shoring shall be required. Failure to comply shall be reason for immediate work stoppage and disciplinary action.

Excavations and trenches must be barricaded to protect pedestrians and vehicles. All excavated material must be piled at least two feet back from the edge of the excavation.

All walls and faces of trenches greater than five feet deep must be shored or sloped to eliminate the hazard of cave-in.

Employees are not permitted to work beneath suspended loads or raised loads in motion during the excavation.

Appropriate means of egress (ladder, for example) from a trench 4 or more feet deep must be provided at least every 25 feet of lateral travel.

## **FAILURE TO STRICTLY ADHERE TO ALL REGULATIONS PERTAINING TO EXCAVATIONS, TRENCHING AND SHORING WILL BE REASON FOR IMMEDIATE WORK STOPPAGE AND DISCIPLINARY ACTION OF ALL PARTIES INVOLVED.**

## **WEAPONS ON CITY OF BURLINGTON PROPERTIES OR JOB SITES**

Possession of unauthorized firearms or dangerous weapons on the job on any City of Burlington property is sufficient reason for immediate expulsion from the property of any contractor or subcontractor and termination of employment of any City of Burlington employee.

Should an armed employee, contractor or sub-contractor in any way resist expulsion from City of Burlington property, or exhibit behavior that can be construed as aggressive or belligerent, the police department shall be asked to intervene.

Reference: City of Burlington Code, Part II, Chapter 2, Article VI, Division 9, Section 2-400 (g)

**WELDING, Portable Shields**

Portable, protective shields must be used in the vicinity of welders to protect other employees or passers-by from eye injuries.

**WORKPLACE VIOLENCE**

The City of Burlington has zero tolerance for behavior that includes willful acts that would endanger the lives or property of others. Any City of Burlington employee or contractor or sub-contractor or their employees who demonstrate such behavior will be subject to immediate termination of employment or termination of the terms of a contract. Reference: City of Burlington Code, Part II, Chapter 2, Article VI, Division 9, Section 2-400 (f)

# APPENDIX F

## Quick Regulatory References for Contractors

Following is an overview describing a contractor's primary regulatory requirements under OSHA's 29 CFR 1910 and 1926, Safety and Health Regulations for General Industry and Construction. The list is not all-inclusive, but includes the most common programs, policies, and procedures that contractors must develop and implement to be in compliance with OSHA regulations and, where applicable, to qualify as a business partner with the City of Burlington.

### **Employee / Contractor / Sub-contractor General Safety Responsibilities:**

- Maintain safety programs. [29 CFR 1926.20(b)]
- Inspect job sites using competent persons. [29 CFR 1926.20 & .32]
- Remove unsafe machines and tools from service. [29 CFR 1926.20(b) ]
- Allow only trained, qualified operators to use equipment. [29 CFR 1926.20 & .32]
- Maintain records (licenses, certification, etc.) to verify operator's qualification to operate mobile equipment (cranes, manlifts, forklifts, rough-terrain ("LULL") forklifts, bobcats, trucks, etc.). [29 CFR 1926.20(b)]
- Train each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate hazards or other exposures. [29 CFR 1926.21(b)]
- Provide first aid and medical services. [29 CFR 1926.23 & .50]
- Keep a written job site fire protection plan where it can be viewed upon request. [29 CFR 1926.24 & .150]
- Maintain work area housekeeping. [29 CFR 1926.25 (a) – (c)]
- Provide adequate illumination. [29 CFR 1926.26 & .56]
- Supply potable drinking water, toilet, and hand washing facilities. [29 CFR 1926.27 & .51]
- Provide all necessary personal protective equipment at no cost to employees. Some (but not all) examples are: eye, face, head, foot, hearing and respiratory protection; safety belts, lanyards/lifelines, safety nets, life jackets. [29 CFR 1926.21 (b)]
- Maintain boiler and pressure vessel certifications. [29 CFR 1926.29 (a) – (b)]
- Assure access to employee workplace exposure and medical records. [29 CFR 1926.33]
- Provide emergency egress/exit from buildings, structures and work sites. [29 CFR 1926.34 (a) – (c)]
- Develop and implement employee emergency action plans with escape and evacuation routes and alarm systems. [29 CFR 1926.35 & .159]
- Maintain a hazard communication (chemical management) program, with employee training records available upon request. [29 CFR 1926.59(e)]
- Implement process safety management of highly hazardous chemicals programs (only for sites regulated by the PSM rule). [29 CFR 1926.64]
- Develop and implement a chemical-release response plan (HAZWOPER). [29 CFR 1926.65(q)]
- Other regulations as appropriate to the job to be performed.

# APPENDIX G

## Sample Checklist for Cutting/Welding

*The following precautions are required prior to performing "hot work":*

1. **No cutting or welding to be permitted where sprinklers are out of service.**
  - Sprinklers Checked (OS&Y Valve or Post Indicator Valve open [sprinkler system active] or closed [sprinkler system out of service]?)
2. **Before cutting or welding operations are started, the following applicable precautions must be taken and appropriate box checked:**
  - A. **Area swept clean and wet down floor and surroundings?**
    - YES                       NOT NECESSARY
  - B. **All combustibles moved 30-40 feet from operation or protected with fire resistant curtains, metal guards, or flameproof tarpaulins (not ordinary tarpaulins)?**
    - YES                       NOT NECESSARY
  - C. **All floor or wall openings within 40 feet of operation covered?**
    - YES                       NOT NECESSARY
  - D. **Employee assigned to watch for dangerous sparks in area as well as floors above and below (including roof and HVAC ductwork)?**
    - YES                       NOT NECESSARY
  - E. **Proper fire protection provided – hoses or extinguisher?**
    - YES                       NOT NECESSARY
  - F. **Cutting or welding equipment inspected and found in safe condition?**
    - YES
  - G. **The area including floors above and below should be checked ½ to 1 hour after work is completed.**
    - Area Checked

The area in which work is to be performed: \_\_\_\_\_

Person Performing Hot Work \_\_\_\_\_ Date \_\_\_\_\_

Fire Watch individual \_\_\_\_\_ Date \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Completed: \_\_\_\_\_





**CITY OF BURLINGTON  
CONTRACTOR'S SAFETY INFORMATION  
CHECKLIST FORM**

**PURPOSE:** Safety is important to the City of Burlington; therefore, compliance with the standards set forth by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) will be used as criteria in the selection of contractors. Please supply the following safety information for your company. The City of Burlington must ensure that this information is obtained prior to awarding a contract.

|  |                      |
|--|----------------------|
| <b>NAME OF CONTRACTOR:</b>                 |                      |
| <b>STREET ADDRESS<br/>CITY, STATE, ZIP</b> |                      |
| <b>TELEPHONE:</b>                          |                      |
| <b>NAICS (SIC) CODE:</b>                   | <b>DATE:</b> /     / |

| SAFETY PROGRAM  | YES | NO |  |
|---|-----|----|--|
| <b>Please provide your current written safety manual.</b> (Note: If your safety manual is already on file with the City of Burlington, resubmission is not necessary unless there have been changes.) |     |    |  |

|   |  |  |  |
|---|--|--|--|
| <b>Does your company have a designated person who is responsible for safety compliance?<br/>NAME and TITLE:</b> |  |  |  |
|---|--|--|--|

|  |  |  |  |
|--|--|--|--|
| <b>Does your company have a formal safety program to ensure compliance with OSHA regulations and specific City of Burlington safety programs, if applicable?</b> |  |  |  |
|--|--|--|--|

| Does your overall safety program include the following? (if applicable) | YES | NO |  |
|---|-----|----|--|
| • Job Hazard Analysis   |     |    |  |
| • Asbestos Compliance Plan (Construction)                               |     |    |  |
| • Bloodborne Pathogens Exposure Control Plan                            |     |    |  |
| • Confined Space Entry Program  |     |    |  |
| • Control of Hazardous Energy (Lockout/Tagout) Program                  |     |    |  |
| • Electrical Safety Program   |     |    |  |
| • Emergency Action Plan   |     |    |  |
| • Emergency Response Plan   |     |    |  |
| • Ergonomics Program  |     |    |  |
| • Fall Protection Plan (Construction)                                   |     |    |  |
| • Fall Protection Plan (General Industry)                               |     |    |  |
| • Fire Prevention Plan  |     |    |  |
| • First Aid Program   |     |    |  |
| • Powered Industrial Truck (Forklift) Program                           |     |    |  |
| • Hazard Communication Program  |     |    |  |
| • Hazardous Waste Operations and Emergency Response                     |     |    |  |
| • Hearing Conservation Program  |     |    |  |
| • Integrated Contingency Plan (for emergency chemical spill response)   |     |    |  |
| • Laboratory Standard Program   |     |    |  |
| • Lead Exposure (Construction)  |     |    |  |
| • Machine/Equipment Safety and Guarding Program                         |     |    |  |
| • Means of Egress Program   |     |    |  |
| • Oil Spill Prevention and Response Plan (DOT)                          |     |    |  |
| • Personal Protection Program (including PPE Hazard Assessment)         |     |    |  |
| • Process Safety Management Program                                     |     |    |  |
| • Recording and Reporting Injuries and Illnesses                        |     |    |  |
| • Respiratory Protection Program  |     |    |  |
| • Risk Management Program   |     |    |  |



**CITY OF BURLINGTON  
CONTRACTOR'S SAFETY INFORMATION  
CHECKLIST FORM  
(Continued)**

| <b>SAFETY PROGRAMS - CONTINUED</b>                           | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|
| • Scaffolding Safety Program (Construction)                  |            |           |  |
| • Spill Prevention, Control and Countermeasures (SPCC) (EPA) |            |           |  |
| • Steel Erection Plant (Construction)                        |            |           |  |
| • Substance Abuse Program                                    |            |           |  |
| • Toxic and Hazardous Substances Compliance Program          |            |           |  |
| • Welding and Cutting Safety Program                         |            |           |  |
| • Work Zone Safety Plan                                      |            |           |  |
| • Workplace Violence and Security Program                    |            |           |  |

|   |  |  |  |
|---|--|--|--|
| <b>Does your company provide on-site supervision to ensure compliance with OSHA regulations and City of Burlington safety programs?</b> |  |  |  |
|---|--|--|--|

|   |  |  |  |
|---|--|--|--|
| <b>Does your company provide management of subcontractors to ensure compliance with OSHA regulations and City of Burlington safety programs? IF NO, PLEASE EXPLAIN.</b> |  |  |  |
|---|--|--|--|

|   |  |  |                   |
|---|--|--|-------------------|
| <b>Does your company conduct regular safety meetings?</b> |  |  | <b>How Often?</b> |
|---|--|--|-------------------|

|  |  |  |  |
|--|--|--|--|
| <b>Does your company provide and document required initial and refresher training to prepare employees to perform duties in accordance with OSHA regulations and City of Burlington safety programs? NOTE: If a contract is awarded, training documentation will be required prior to commencement of work for the City of Burlington.</b> |  |  |  |
|--|--|--|--|

| <b>COMPLIANCE HISTORY</b>  | <b>YES</b> | <b>NO</b> |                               |
|--|------------|-----------|-------------------------------|
| <b>Has a serious, willful or repeat OSHA citation been issued to your company within the last three years? (If unsure, please check the OSHA website at <a href="http://www.osha.gov">www.osha.gov</a> and click on <i>Establishment Search</i>. This site also provides NAICS (SIC) numbers.) If yes, please provide a copy of the citation and a certification of abatement.</b> |            |           | <b>Date(s) of Citation(s)</b> |

|   |  |  |                |
|---|--|--|----------------|
| <b>Line and Service Contractors: Is your Federal Motor Carrier Safety Rating satisfactory? (This can be found at <a href="http://www.saferys.org">www.saferys.org</a>.) If not, state what the rating is (Unsatisfactory or Conditional).</b> |  |  | <b>Rating:</b> |
|---|--|--|----------------|

|  |  |  |                 |
|--|--|--|-----------------|
| <b>Has your company and/or any employee been convicted of a violation of any federal or state occupational safety and health laws? If yes, please attach a description of the case, including the outcome and/or resolution.</b> |  |  | <b>Date(s):</b> |
|--|--|--|-----------------|

| <b>Using your company's OSHA 300 Log for the past 3 years:</b>                     | <b>Year</b> | <b>Year</b> | <b>Year</b> |
|--|-------------|-------------|-------------|
| What was the total number of injuries and illnesses?                               |             |             |             |
| What was the total number of cases involving lost workdays and/or restricted days? |             |             |             |
| What was the total number fatalities?  |             |             |             |

|  |  |  |  |
|--|--|--|--|
| <b>Employee hours worked each year for the last 3 years:</b> |  |  |  |
| <b>OSHA Incident Rate for the last 3 years:</b>              |  |  |  |
| <b>Lost Workday Incident Rate for the last 3 years:</b>      |  |  |  |

Please have an authorized representative of the company, who is responsible for your company's safety program, sign below, certifying that the information provided on this form is current and accurate. Providing false information may result in termination of the contract. **NOTE: INCOMPLETE FORMS CANNOT BE PROCESSED.**

**PRINT Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**SIGN Name:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_