

# GEORGIA INSTITUTE OF TECHNOLOGY

## CONTRACTOR SAFETY PERFORMANCE EXPECTATIONS

This agreement must be reviewed and signed by all contractors/subcontractors prior to working at GEORGIA TECH.

Contractor Company Name \_\_\_\_\_ Assigned Work Location(s) Various

*Please initial each item.*

- All contractor personnel must wear appropriate work apparel including personal protective equipment, as required.
- Hazardous chemicals are present at GEORGIA TECH in certain buildings and operations. Contractor personnel must familiarize themselves with campus safety procedures and emergency evacuation plans for the area(s) they are working in.
- Material Safety Data Sheets are required for any chemicals brought onto campus by the contractor.
- Possession of alcohol, illegal drugs or firearms on GEORGIA TECH property is prohibited.
- Frayed or damaged extension cords/power cords are not permitted on GEORGIA TECH work sites.
- The contractor is responsible for maintaining good housekeeping in and around their work area.
- The contractor will not discharge any chemicals, paints, oils, etc. substance to any drain without approval from GEORGIA TECH Facilities Project Manager and the EHS Office.
- Any contractor personal or property accidents or cases of job related injuries/illnesses must be immediately reported to GEORGIA TECH Facilities Project Manager, who will promptly notify EHS.
- Contractors/subcontractors shall know the location of the nearest fire extinguisher; pull station alarm and first aid equipment. In the event of a fire/emergency, notify the nearest GEORGIA TECH employee and the Facilities Project Manager.
- Contractor safety meetings must be held as needed to communicate job-site safety information for all contractor employees and subcontractors regularly working on GEORGIA TECH property for extended periods of time.
- Contractor work will be periodically monitored by the Facilities Project Manager and EHS to ensure adherence to GEORGIA TECH requirements.
- A Hot Work Permit must be completed and signed by the GEORGIA TECH EHS Fire Marshal before any torch-cutting, welding or other similar heat-generating work begins. (Permit forms maybe obtained from the EHS website at [www.chs.gatech.edu](http://www.chs.gatech.edu).)
- Depending on the nature of the contractor's activities, the following permits may be necessary prior to beginning work: Confine Space Entry Permit, Roof-Top/Ceiling Permit and Excavation/Trenching (Permit forms maybe obtained from the EHS website at [www.chs.gatech.edu](http://www.chs.gatech.edu).)
- A Georgia Tech lockout/tagout device must not be removed by anyone other than the person who placed the device. If for any reason that individual can not be reached, a Georgia Tech "Lockout/Tagout Removal Form" must be completed and the Facilities Project Manager notified before any action is taken.
- Contractors/subcontractors must visually assess their work area prior to beginning work to determine if suspected asbestos or other hazardous materials are present. If such materials are present and may be disturbed, the Georgia Tech Facilities Project Manager should be contacted immediately.

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### PROGRESSIVE DISCIPLINE

If any of the above contractor safety performance expectations are not adhered to, progressive discipline may be imposed by Georgia Tech on the contractor, including:

- 1<sup>st</sup> Violation:** Written Warning/Letter in Project File
- 2<sup>nd</sup> Violation:** Work stoppage at contractor's expense; pending investigation
- Immediately Dangerous to Life and Health (IDLH)/Extreme Violation:** Contractor may be suspended at contractor's expense. Contractor may be barred from future Georgia Tech projects.

All contractors are required to sign, in agreement, that they have received a copy of the Contractor Safety Performance Expectations and have read and fully understand its contents. This form must be returned to the EHS office and kept on file by the Facilities Project Manager.

The undersigned contractor represents and warrants that they shall comply with all applicable Federal, State and Local laws, regulations and rules while engaged to perform services for GEORGIA TECH. Any contractors/subcontractors who violate these rules may be subject to the progressive discipline measures listed above. The contractor is also responsible for ensuring that all employees and subcontractors comply with these rules.

**Contractor/Subcontractor**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Assigned Facilities Project Manager**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*