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		Document Designation: Level Two
		New Issue – 3/10/09
Relates to: PO- 5020		

1.0 PURPOSE

The purpose of this document is to integrate the contractor’s management organization, its supervisors and employees into the concept of a safe and effective work environment. Requirements presented in this document are minimum standards. Contractors are expected to exercise good judgment when conducting activities on LWC projects.

2.0 SCOPE

This program pertains to contracted work being performed for the LWC. This program is intended to ensure practices are implemented to meet the requirements of 29 CFR 1910 and 1926.

3.0 DEFINITIONS

3.1 Contractors are persons or Corporations under written contract with the LWC.

3.2 Subcontractors are persons or corporations providing services to Contractors.

4.0 RESPONSIBILITIES

4.1 LWC will identify contact(s) for each project that may include Project Managers, Engineers, Inspectors and Safety personnel. LWC is responsible for providing contractor safety representatives with site specific and project specific safety information. This sharing of information shall be documented on a Contractor Safety Information form.


4.2 Contractors are responsible for understanding and complying with federal, state and local laws governing its activities along with local site requirements and job site hazards. Such information shall be communicated by the contractor to its personnel and to its subcontractors. Contractors shall assure their employees and subcontractor personnel have received required training before performing work. A contractor engaged in work for LWC is responsible for the safe performance of work, and shall take measures necessary to protect the environment as well as the safety and health of LWC personnel, the general public, and its own employees.

4.3 Prior to the start of work, contractors shall identify a representative(s), who will be on-site and oversee safety aspects of the project. Contractors shall maintain communication with LWC contact(s) throughout the course of contracted work, and shall have pre-construction discussions with its subcontractor personnel as different phases of work are initiated. Requirements of contractors are also applicable to subcontractors. The contractor shall communicate all such information.

5.0 GENERAL REQUIREMENTS

5.1 Safety Reporting – Subcontractors shall forward safety-related paperwork, accountability, and communication issues to Contractors and their safety representatives. Contractors shall forward safety issues and paperwork to the LWC contact.

5.2 Accident and Incident Reporting and Investigation - Contractors shall notify the LWC contact in the event of an OSHA recordable injury, property damage, or environmental

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incident. Contractors shall investigate each incident to identify root cause(s) and develop corrective actions intended to prevent recurrence. Details of these investigations shall be communicated to the LWC contact.

5.3 Employee Qualifications and Conduct

5.3.1 Contractor Safety Representatives must be able to understand hazards associated with the job site, and have the authority to correct deficiencies. Safety Representatives must be on the job site while work is being performed.

5.3.2 Contractors shall use employees who are qualified and skilled in the work to be performed. Contractors shall ensure employees only perform work for which they have been trained and that they confine their activities to assigned work areas.

5.3.3 Contractors shall prohibit their employees or subcontractor employees from working under the influence of drugs or alcohol.

5.4 Safety Evaluations - Contractors are responsible for conducting daily safety inspections of its job site.

6.0 GENERAL SAFETY REQUIREMENTS

6.1 Safety Considerations

6.1.1 Contractors shall keep the job site clean and orderly. This shall include maintaining an orderly arrangement of tools, equipment, storage facilities, and supplies during the course of the project. Scrap materials, refuse and other debris shall be deposited in appropriate containers or neatly stacked in areas distant from construction activities. They shall be removed from the job site on a regular basis, and disposed of properly.


6.1.2 Contractors shall immediately contact LWC contact(s) if an OSHA compliance officer visits the job site. Contractors shall inform LWC contact(s) of any employee complaint, incident, etc. that results in or may result in an OSHA inspection.

6.1.3 Contractors and their employees shall direct all public media inquiries to LWC. At no time shall contractors or their subcontractors authorize media to enter the job site, without express authorization of the LWC contact(s).

6.1.4 Contractors shall keep public streets and roads adjacent to property utilized for construction traffic clean, clear, and free from dirt and debris.

6.1.5 Roads, walks, ramps, corridors, doors stairs, etc., that need to be closed or blocked during the performance of work shall be appropriately "signed" and barricaded by the contractor. Alternate routes shall be established that are clearly marked, well lighted and safe.

6.1.6 Precautions shall be taken to prevent contractor’s activities from posing a threat to LWC employees or the public.

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6.1.7 Threatening, intimidating, coercive, unsafe or disruptive behavior such as fighting, horseplay or sexual harassment of any kind is prohibited.

6.2 Personal Protective Equipment

6.2.1 Required personal protective equipment (e.g. hard hats, safety glasses, respirators, gloves, safety shoes) shall be provided by contractors.

6.2.2 Contractors will ensure their employees have been properly trained in the use, maintenance and limitations of required personal protective equipment.

6.3 Elevated Work and Fall Protection

6.3.1 Fall protection is required when work involves elevations of 6 feet or higher.

6.3.2 Contractors are responsible for the effective implementation of fall protection programs and for ensuring employees using fall protection systems have been adequately trained.

6.4 Excavation and Trenching Activities

6.4.1 Contractors shall provide a “Competent Person”, as defined by OSHA in 29 CFR 1926 Subpart P, to oversee trenching and excavation activities.

6.4.2 Adequate barrier protection for the excavation(s) shall be provided, as necessary, to protect LWC employees as well as the general public. Barriers shall be easily visible, day or night.


6.5 Use of Mobile/Heavy Equipment

6.5.1 Mobile equipment shall be fitted with suitable alarms and motion sensing devices, including backup alarms, where required.

6.5.2 Defective equipment shall be immediately removed from service. Equipment with exposed gears, belts, couplings, etc. must be provided with proper guards.

6.5.3 A safety observer shall be assigned to watch the movement of heavy mobile equipment where such movement may cause a hazard to other personnel, or where equipment could hit overhead lines or structures.

6.5.4 Only trained personnel shall operate mobile equipment. Contractors shall not operate equipment owned or operated by another contractor unless authorization is given in advance.

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6.6 Use of Vehicles

- 6.6.1 Contractor vehicles shall be kept in safe operating condition. Contractor personnel shall comply with local and site regulations regarding the operation of such vehicles.
- 6.6.2 Contractors shall not use or operate vehicles, mobile equipment, or employee vehicles owned or operated by LWC or other contractors without the specific authorization.


6.7 Construction Barriers

- 6.7.1 It is the responsibility of the contractors to provide a safe and secure work site. Contractors shall prevent vehicular and pedestrian traffic from either entering into or passing through work zones. Traffic control on streets and highways shall conform to standards outlined in the Manual on Uniform Traffic Control Devices (MUTCD).
- 6.7.2 Construction work taking place in an area that must be kept in operation shall include an appropriate containment barrier to keep out dust, dirt, vapors, and odors. Contractors shall submit a plan indicating the location and type of barriers as well as the proposed method(s) for controlling contaminants.

7.0 LWC FACILITY SAFETY REQUIREMENTS

7.1 Safety Considerations

- 7.1.1 LWC will inform contractor’s safety representatives of known hazards that may be encountered on a particular project. Contractors shall be responsible for informing their employees and subcontractor employees of these potential hazards and take appropriate steps to reduce employee exposure.
- 7.1.2 Contractors shall provide emergency response procedures for their employees. These procedures shall include identification of emergency alarms and warning systems at the job site, a list of emergency phone numbers, identification of emergency evacuation assembly areas, placement and use of emergency equipment, and procedures for notification of local response agencies, and LWC contact(s).
- 7.1.3 Contractor personnel shall use only facilities designated by LWC for non-work activities such as smoking, eating, staging of material, or using the restroom. Contractors shall obey precautionary warning signs, product and process labels, and posted instructions at the job site unless the LWC Project Manager has decided it is not necessary to do so.
- 7.1.4 Contractors shall brief authorized visitors to the job site about safety rules and site hazards. Requirements associated with personal protective equipment and rules of conduct shall pertain to all visitors.

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7.1.5 LWC trash receptacles and sanitary drains shall not be used for the disposal of construction debris or hazardous materials.

7.1.6 Contractors shall confine their activities to areas expressly authorized to them for such use. Activities include: entering the work site premises, parking vehicles, taking breaks, eating and drinking, smoking, and using lavatory facilities.

7.2 Scaffolding and Ladders

7.2.1 Contractors must have a competent person involved with the erection, dismantling, and inspection of scaffolding.

7.2.2 Contractors will ensure their employees have been properly trained in the safe and proper use of ladders.

7.2.3 Appropriate protection from overhead hazards shall be provided for individuals working in the area of scaffolding and ladders.

7.3 Lockout / Tagout and Electrical Safety

7.3.1 Contractors shall implement lockout/tagout procedures to protect employees who are servicing or maintaining equipment that could present a hazard if unexpected energization or start up occurs.

7.3.2 Contractors implementing lockout/tagout procedures shall communicate specific details of their program to the LWC Project Manager prior to initiating work. Contractors shall also coordinate their lockout/tagout program with LWC site personnel whenever a system is de-energized.


7.3.3 Contractor personnel working on or around live electrical systems shall be trained on safe work practices. Only licensed electricians are permitted to work on live or energized systems.

7.4 Confined Space Entry

7.4.1 Contractors are responsible for the effective implementation of a confined space entry program and for ensuring employees entering confined spaces have been adequately trained.

7.4.2 LWC will inform the Contractor of known confined space hazards before contractor personnel enter a confined space. Information pertaining to ways LWC has addressed these hazards in the past will also be shared.

7.4.3 At the conclusion of the entry operations, Contractors shall inform the LWC project Manager of any hazards confronted or created in permit spaces during entry operations.

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7.5 Fire Prevention

- 7.5.1 Equipment and materials shall be stored so as not to block access to fire control and emergency equipment such as fire hydrants, extinguishers and safety showers.
- 7.5.2 Areas around welding or flame cutting operations shall be kept free of flammable or combustible materials. Welding, cutting, or any ignition source is not permitted within 50 feet of a refueling or flammable liquids storage area.
- 7.5.3 The Contractor shall maintain fire extinguishers within easy access of workers whenever hot work is taking place. Fire extinguishers are to be labeled with service tags and maintained throughout the project.

7.6 Hazardous/Toxic Substances

- 7.6.1 Contractors shall submit copies of relevant MSDS's to the LWC Project Manager before hazardous materials are brought on site.
- 7.6.2 Hazardous chemicals shall have warning labels that include the name of the chemical and associated hazards.
- 7.6.3 The LWC Project Manager shall be notified immediately if a spill or release of hazardous material occurs.
- 7.6.4 Hazardous materials brought on site must be removed in a safe and proper manner immediately upon completion of their intended use.

7.7 Respiratory Protection


- 7.7.1 Contractors shall survey the work activity to determine the appropriate means of protection.
- 7.7.2 Contractors shall use engineering or administrative controls to protect employees from inhalation hazards. Contractors shall implement a respiratory program when these measures are determined to be inadequate.

7.8 Noise Control

- 7.8.1 Contractors shall inform the LWC Project Manager if activities are expected to generate high noise levels. The LWC Project Manager shall ensure this information given to LWC employees and that the need for protection is addressed.

7.9 Asbestos and Lead Abatement

- 7.9.1 If asbestos or lead is suspected or materials containing asbestos or lead are discovered on site, the LWC Project Manger shall be notified immediately. All

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work in and around the suspected materials shall cease until a determination is made as to how they should be handled.

- 7.9.2 Individuals involved with the handling, removal, demolition, and/or disposal of materials containing asbestos and/or lead shall comply with OSHA, EPA, and other state and/or local standards governing this activity.

8.0 ENVIRONMENTAL REQUIREMENTS

- 8.1.1 Contractors shall comply with environmental regulations pertaining to materials, hazardous substances or wastes, under its control. Contractors shall not dump, release, or otherwise discharge or dispose of any such materials without the express authorization of LWC.
- 8.1.2 Contractors shall be aware of and comply with local sewer ordinances or other requirements which may prohibit the discharge of certain materials into the sewer system.
- 8.1.3 Contractors shall obtain permits for materials under their control and shall maintain manifest records and reporting systems on all waste disposals per federal, state and local laws.
- 8.1.4 Communication with the LWC Project Manager shall take place prior to offsite disposal of any solid waste material or hazardous materials under the contractor's control.

9.0 SECURITY

- 9.1 Contractors shall ensure that no firearms, weapons, controlled or illegal substances or alcohol are brought onto LWC property.
- 9.2 Contractors shall not permit unauthorized persons on the job site without the permission of the LWC Project Manager, and then only to the extent they are accompanied by an escort.
- 9.3 Contractors must keep a record of visitors to their project site.
- 9.4 Visitors must be escorted on the jobsite and wear appropriate personal protective equipment supplied by the Contractor.
- 9.5 Loitering on the job site before or after the assigned shift is prohibited.
- 9.6 Construction access will be through entrances designated by the LWC Project Manager. Sign-in and job-specific security measures will be outlined before a project starts.

10.0 TRAINING REQUIREMENTS

- 10.1 Construction and maintenance contractor and sub-contractor employees working at LWC production facilities are required to have successfully completed ARSC Certified Basic Orientation Plus safety training when required per the bid or quote request. This training does not pertain to contractor and subcontractor employees supplying routine services such as pest control, deliveries, janitorial and trash removal.



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10.2 Contractor Safety Representatives shall communicate the contents of this Contractor Safety Requirements document to their employees, and subcontractor employees.

11.0 DOCUMENTATION

11.1 Documentation of contract employee safety training shall be made available to LWC upon request.

11.2 Under certain state and federal requirements, employers must certify that operators of mobile equipment (forklifts, cranes, manlifts, etc.) have been trained on the proper operation of the equipment. Copies of required training and certification records shall be available for review by LWC.

11.3 Documentation of required equipment inspections (e.g. cranes) shall be available for review by LWC.

11.4 Contractors shall maintain records of accidents and incidents that occur during the course of work. Investigations of these accidents and incidents shall be documented and made available to LWC.

11.5 Certain operations may require a permit from LWC (e.g. hot work). Contractor's safety representatives shall inquire with LWC to determine if any part of the contractor's activities requires such a permit.

11.6 Contractors shall submit MSDS information as required by this Program.

12.0 REFERENCES

12.1 29 CFR 1910 Occupational Safety and Health Standards for General Industry

12.2 29 CFR 1926 Occupational Safety and Health Standards for the Construction Industry

Legal Approval: s/ Barbara K. Dickens

Date: 3/10/09

VP Approval: s/ Jim Brammell

Date: 3/10/09

Revision No.	Issue Date	Reason for Revision
	3/10/09	New Issue
	10/1/2012	Update w/ new logo

POLICY UPDATE: Louisville Water Company reserves the right to review and update its policies and procedures, as deemed necessary, at any time.