Contractor Safety Program

Santa Clara University
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Contractor Safety Program

1. References

Attachment 1: SCU Contractor Safety Rules
Attachment 2: Navigating SCU Browz Site
Attachment 3: SCU Investigation Report
Attachment 4: SCU Parking Regulations
Attachment 5: SCU Fire Lane Map

2. Purpose

This program defines the process for ensuring that Contractors working at Santa Clara University follow SCU Environment, Health and Safety (EHS) requirements and comply with applicable local, state and Federal EHS regulations.

3. Applicability

This program applies to all SCU Employees who hire contractors at Santa Clara University.

4. Definitions

**Appropriate Department Director** – The Director of the department that selects a contractor.

**Browz** – Contractor Qualification Service

**Contractor** – Company that is on either fixed or open term contracts (typically providing maintenance, construction, gardening services, security services, pest control, catering, tanker deliveries, etc.). Contractor employees work for the contractor and are not on SCU’s salary/wage payroll.

**Contractor Project Work** – Contractor work that is required for activities such as, but not limited to a building renovation, compliance upgrade or any construction activity

**EHS** – Environment, Health and Safety Department

**SCU** – Santa Clara University

**SCU Project Manager** – Any SCU employee who hires and is responsible for managing the contractor being hired.
5. Procedure

Step 1: Add new contractor to SCU-Browz Website (if existing SCU Contractor skip to Step 2)

1. Login into SCU Browz Website Instructions
2. Request New Supplier and fill out all pertinent information
3. Browz Agent will contact New Contractor within 48 hours to start gathering documentation.

All prospective SCU Contractors will need to complete, sign and return the following via e-mail, fax or mail to their Browz Agent:

1. SCU Contractor Safety Rules
2. SCU Master Service Agreement along with certificate of insurance

Depending on the level of risk associated with an activity or trade, the perspective contractor maybe required to submit additional safety documentation.

4. Browz Agent will gather industry data for the prospective contractor such as:

   1. Experience Modification Rate
   2. Regulatory Citations/Violations

5. Browz Agent will evaluate the prospective contractor based on the prospective contractor submitted information, industry data gathered and safety documentation (if required).

Step 2: Contractor Selection

1. Green – Contractor is “Acceptable” for Use.
2. Yellow – Contractor will require “additional review” to determine the area(s) of concern.

   **Note:** SCU Project Manager can review Browz to determine deficiency and contact SCU EHS if needed.

3. Red – Contractor shall not be used at SCU.
Step 3: Contractor Monitoring

1. SCU Project Manager shall monitor the safety performance of the contractor at minimum of a weekly basis per the life of the SCU Project and is responsible for addressing any issues identified.
2. When non-compliance with SCU Contractor Safety Rules or a grossly unsafe act is observed, any SCU Personnel shall take appropriate action to stop the work.
3. Any contractor continuing to disregard the SCU Contractor Safety Rules or working in an unsafe manner may be:
   1. Removed from the project for the day.
   2. Removed from the remainder of the project.
   3. Excluded from bidding on future SCU Projects until reasonable corrective actions have been taken.

   **Note:** Any contractor removed from the project for the day, from the remainder of the project or excluded from bidding on future SCU Projects will be made in consultation with their immediate Director.

Step 4: Post Work Evaluation

All SCU Project Managers shall complete a Post Work Evaluation at the end of their project that exceeds 5 days or 100K in contract value. Items included in the Post Work Evaluation will only be seen by SCU Personnel and will include the following categories:

1. EHS Performance
2. Management Performance
3. Quality Performance
4. Overall Rating

The Post Work Evaluations will be incorporated into the Browz evaluation of each contractor and may adjust the contractor rating.

6. Document and Record Management

Completed records will be maintained as follows:

<table>
<thead>
<tr>
<th>Record</th>
<th>Location</th>
<th>Minimum Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Incident Investigations (See SCU Incident Investigation Program)</td>
<td>EHS</td>
<td>3 years</td>
</tr>
</tbody>
</table>
7. Roles and Responsibilities

The following are the SCU Roles and Responsibilities in regards to Contractor Safety:

<table>
<thead>
<tr>
<th>Group</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| SCU’s Project Manager        | o Enter all prospective contractors into the SCU- Browz Site.  
|                               | o Ensure that a **SCU Investigation Report** is submitted to SCU EHS as defined in Section 5 within 24 hours.  
|                               | o Monitor safe working practices of their assigned contractor during the project work. Take appropriate action when contractors are observed not following **SCU’s Contractor Safety Rules**.  
|                               | o Complete post work evaluation for all SCU Projects.                                                                                                                                                    |
| Appropriate Department Directors | o Ensure their employees who hire contractors comply with all requirements of the **SCU Contractor Safety Program**                                                                                     |
| Contractor                    | o Complete, Sign and Return a copy of documentation requested by Browz on behalf of SCU.  
|                               | o Verify if any asbestos or lead is present prior to disturbing any construction material.  
|                               | o Ensure that their employees and all subcontractors have been notified and follow **SCU Contractor Safety Rules** plus applicable local, state and federal EHS regulations. Failure to comply could result in project termination.  
|                               | o May be required to provide a Site Safety and Security Plan.  
|                               | o Following requirements outlined in the SCU Parking Regulations.                                                                                                                                         |
| EHS Director or Safety Manager | o Review **SCU Incident Reports** and provide recommended actions as needed  
|                               | o Conduct review of the **Contractor Safety Program** to ensure regulatory requirements have been met and effectiveness of program                                                                 |

8. Program Approval Record

<table>
<thead>
<tr>
<th>Rev. No.</th>
<th>Rev. Date</th>
<th>Revision Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>09/15/2016</td>
<td>Integrated Browz Platform</td>
</tr>
<tr>
<td>1</td>
<td>04/23/2015</td>
<td>Updated Contractor Safety Rules</td>
</tr>
<tr>
<td>New</td>
<td>04/15/2014</td>
<td>New</td>
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9. Program Approval

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Collins, Director of Environment, Health and Safety, signature on file</td>
</tr>
</tbody>
</table>