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Contractor Safety Management

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**Peter Schmitz
Alcan Packaging**





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■ How safe are your outside contractors?



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- How many of you have found outside contractors violating safety procedures inside one of your plants?



- How many of you have had outside contractors injure themselves while working at one of your facilities?



- How many of you are comfortable that your company has a program in place that properly manages the use of outside contractors?



- The following is a best practice that Alcan Packaging recommends for managing outside contractors in its North and South American food packaging operations.



Step 1. – Program Coordinator

- Identify a coordinator for the contractor safety management program.
- This person will take the lead in the implementation of the contractor management program.
- The employee in your plant that most often brings in contractors may be a good choice to be the coordinator of this program.



Step 2. – Written Procedure

- Develop a written procedure that outlines how your facility will manage outside contractors that perform work on-site.
 - Approval
 - Training
 - On-Site Identification
 - Work Permits
 - Restrictions and Limitations
 - Auditing and Evaluations



Step 3. – Approval

- Implement an approval process for potential new contractors that reviews for:
 - Appropriate qualifications and certificates
 - Ability to implement safety procedures
 - Proof of adequate insurance coverage
 - Past safety performance
- ▶ [Contractor EHS Profile Example](#)
- ▶ [Contractor Insurance Coverage Requirements Example](#)



Step 3. – Approval

- Further evaluation of potential new contractors should include:
 - Chemicals to be brought / used on-site
 - MSDSs
 - Removal / disposal of excess chemicals and waste
- ▶ [Contractor EHS Evaluation Form Example](#)



Step 3. – Approval

- Develop an approved contractor list.
 - Make the list easily available to all appropriate employees for review.
 - If an employee wants to bring a contractor on-site they should review the approved contractor list to make sure that the vender is approved.

▶ [Approved Contractor List Example](#)



Step 4. – Training

- Contractor training is a critical component of a contractor safety management program.
- The training of outside contractors is a responsibility of the the Contractor Coordinator.
- Training frequency and detail should be determined by contractor performance, frequency of on-site visits, work location inside your facility.



Step 4. – Training

- Training should include:
 - Work site access
 - Emergency information and evacuation procedures
 - Facility safety rules
 - PPE requirements



Step 4. – Training

- Facility hygiene rules such as eating and smoking
- Work permits
- Specific work procedures such as lockout, confined space, hot work
- Use of powered mechanical equipment such as fork lifts, man lifts, and cranes



Step 4. – Training

- Use of plant equipment such as ladders, safety harnesses, and maintenance tools
- Chemical use, disposal, and spills



Step 4. – Training

- Contractor representatives that are trained by the facility need to:
 - Train each of their employees that will work at your facility and provide written documentation of that being completed
 - Train sub-contractors and provide written documentation of that being completed
 - ▶ [Contractor EHS Orientation Form Example](#)



Step 5. – On-Site Identification

- Implement a process to know what contractors you have on-site, where they are working, and what they are doing at your plant.
- The process begins by requiring that each employee of an outside contractor sign-in and out every day.
 - It is recommended that only one location be used for contractors to sign-in and out.



Step 5. – On-Site Identification

- Contractors should visibly identify themselves by wearing a name tag that clearly identifies them as an outside contractor including the name of the company that they work for.



Step 6. – Work Permits

- After signing in at a specific entrance contractors should:
 - Proceed to a central location to report in
 - Obtain the proper work permits for the tasks that they will perform that day from a *Contractor Safety Board*
 - Receive any other additional specific EHS instructions

▶ [*Contractor Permit To Work Form Example*](#)

Step 6. – Work Permits

CONTRACTOR	Suburban
FOREMAN	Joe
DATE	1/17/07
WORK AT HEIGHT	Yes
HOT WORK	No
CONFINED SPACE	No
ELECTRICAL	Yes

- A contractor picks up a clipboard off the *Contractor Safety Board*.
- The contractor's information is written in the space the clipboard was taken from.



Step 6. – Work Permits



- The Contractor Coordinator completes the Permit to Work form with the contractor foreman, and issues any other necessary permits.



Step 6. – Work Permits



- The contractor's clipboard must be visible at their work site.
- At the end of the job or work day, the clipboard must be returned to the Contractor Coordinator or to the Contractor Safety Board.



Step 6. – Work Permits

- The Contractor Coordinator should review with the outside contractor the work that is to be performed in order to:
 - Make sure that all risks and hazards are understood for the work that is to be done
 - Communicate any additional safety information to the contractor
 - Ensure that all of the contractor's safety questions or concerns are answered



Step 7. – Auditing

- It is recommended that each outside contractor be audited at least annually while they are working on-site.
 - The audit should:
 - Be documented
 - Include any safety observations
 - Identify any safety violations

▶ [Contractor EHS Audit Form Example](#)



Step 8. – Evaluation

- An annual evaluation should be conducted on your approved outside contractors after the completion of a large project or at year end.
- The evaluation should be used as a tool to determine if a contractor should be used in the future or is in need of additional training.

▶ [Contractor Evaluation Form Example](#)



Considerations

- Handle 1 time contractors as you would one that may come on-site multiple times yearly.
- Recommend handling daily contractors (i.e. – In-house ink vender) like an employee.
- Meet with primary contractor daily during a large project.
- Develop appropriate controls for vendors such as UPS, vending machine, towels, etc.



Considerations

- Control contractors on 2nd and 3rd shifts the same as on 1st shift.
- Consider if contractors should be allowed to walk through your plant with-out an escort.
- Identify any language barriers before that becomes an issue with a contractor.



Summary

- Benefits of an effective Contractor Safety Management program are:
 - Knowing which contractors are on-site, what they're doing, and where they are
 - Ensuring that all contractors have the proper permits and safety training
 - Reducing the risk of an injury to an outside contractor

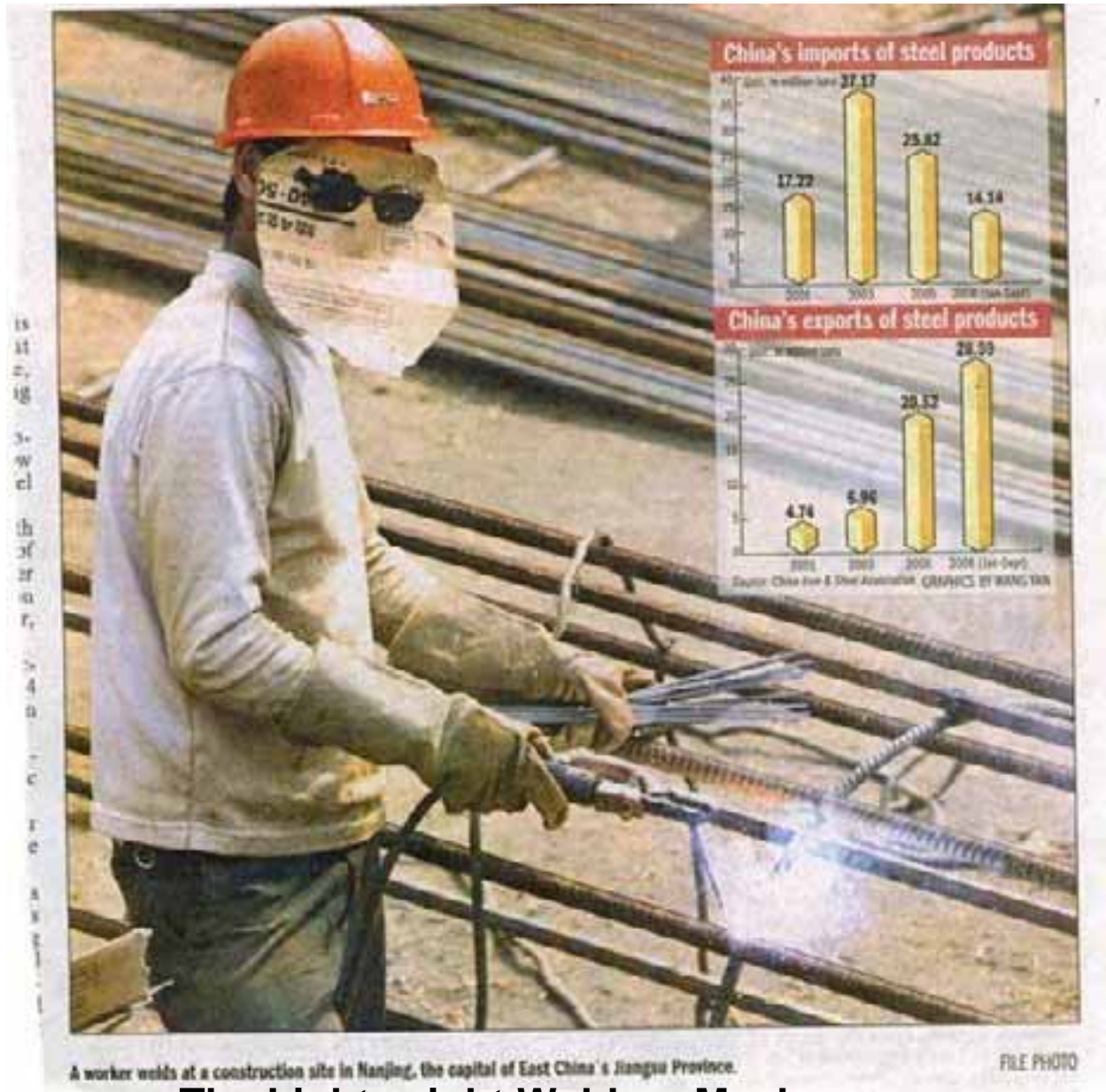


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- Now here are a few photos of Contractor Safety Management in use.



The Construction Site Hard Hat



The Lightweight Welders Mask



The Dust and Particle Free Breathing Apparatus



Questions?

