



Contractor Safety Procedures

SP #9.1

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Rev. 1, 4/14/09

RHS CO. SAFETY PROCEDURE

CONTRACTOR SAFETY PROCEDURES

DATE _____ APPROVED _____

1 GENERAL

The R.H. Sheppard Company requires that any party performing contracted work within our facility abide by the safety rules and regulations of the company. This procedure was developed to ensure that contractors performing work at the company are knowledgeable of and abide by our company's environmental, health, and safety policies.

2 COMPLIANCE/TRAINING

Each Contracting company that performs work within the company will be issued a Contractor Environmental, Health and Safety Manual (CON01). The supervisor for that contract/vending company will be required to brief his/her employees on the contents of this manual prior to them performing work on-site. The contract/vending company is required to document such review as per their company procedures. In addition, the certifying official for the contract/vending company is required to sign the Environmental, Health and Safety Acknowledgement Form (CON04) and return it to the R.H. Sheppard Co., Inc where it will be kept on file. All contractors/vendors are required to provide a current certificate of liability to the R.H. Sheppard Co., Inc. purchasing department prior to beginning work on-site.

3 SIGN-IN PROCEDURE

When the contracted crew arrives at the facility, the R.H. Sheppard representative who contracted the party should meet them upon arrival. The R.H. Sheppard representative will be responsible for having the contracted employees sign in at either the plant 1 maintenance tool crib, plant 5 tool crib, or at the foundry stockroom. The contractors will be responsible for recording the date, time work begins, description of work, location of work, and time job is complete on the Contractor Sign-In Sheet (doc.#CON03). The tool crib attendant should send completed sheets to the Safety Department to be kept on file.