



GOALS

This safety session teaches contract employees to:

- Identify potential hazards in the workplace.
- Follow workplace safety rules, as well as their employer's rules.
- Work safely to prevent accidents and injuries.

Applicable Regulations: General Duty Clause, Occupational Safety and Health Act



1. Be aware of possible hazards in our workplace.

- We work hard to keep this workplace safe for our employees and for contractors as well.
- But in any workplace, hazards may arise as a result of:
 - **Unsafe conditions**, which might involve such things as inadequate housekeeping, air contaminants, malfunctioning equipment, or fire hazards; *or*
 - **Unsafe acts**, which might involve risky or careless behavior or unsafe conduct due to lack of knowledge of safety hazards and requirements.
- In addition, there may be **task-specific hazards**, such as machine hazards; chemical hazards; material-handling hazards; electrical hazards; slip, trip, and fall hazards.
- While you work here, we ask you to keep alert for any hazards and report those you identify to your supervisor or one of our supervisors right away.

2. Make safety a priority.

- The safety procedures you must follow while you work here are a combination of Occupational Safety and Health Administration (OSHA) regulations, your employer's rules, and our workplace rules.
- We expect you to treat safety as an important part of your job and always make it a priority.
- Give your work your full attention, and think about what could go wrong so you can take action to prevent safety problems.
- Also, watch out for those who work with you and around you to ensure that your actions don't put them at risk and that their activities don't put you at risk.
- Knowledgeable, safety-minded workers continually—almost automatically—use basic protective measures on the job that keep everyone from harm.

3. Follow our safety rules as well as your employer's.

- Practice good housekeeping, and don't block aisles or leave materials and tools in places where they could fall, spill, or cause anyone to be injured.
- Follow safe work practices and avoid clearly unsafe acts.
- Always read the container label and safety data sheet (SDS) before using a hazardous chemical.
 - Ask one of our supervisors where to find the SDS file.
- Follow all safety rules and instructions for using tools and equipment properly and safely.



- Only use machinery you are trained and authorized to operate.
- Avoid accidents with machines and equipment by always leaving machine guards in place and by following lockout/tagout procedures for machine repair and maintenance.
- You must wear assigned personal protective equipment (PPE) such as gloves, hard hats, and safety glasses whenever necessary.
 - Always inspect PPE carefully before each use to ensure it's in good condition.
- Report accidents, injuries, illnesses, exposure to hazardous substances, or near misses immediately to your supervisor or one of our supervisors.

4. Take precautions to prevent accidents and injuries.

- Plan each job before you start it, thinking about any possible hazards, equipment, and PPE you'll need, and how you'll respond if there are problems.
- Inspect tools and protective equipment before use to be sure they'll function safely.
- Report any equipment that is defective or isn't working properly.
- Select the right tool for the job.
- Keep alert for possible hazards while you work and as you move around the workplace.
- Keep your work area neat, and practice good hygiene, washing before eating or going home, and keeping food, drink, and personal items out of work areas.
- Never ignore any safety hazard—report it right away before someone gets hurt.
- Don't take shortcuts or fool around on the job.
- Know what to do in an emergency, such as a fire—and do it quickly.
 - Know the evacuation route from your work area, and respond promptly if you hear a fire alarm.
- Ask a supervisor about anything you don't understand about a hazard or safety procedure.



DISCUSSION POINTS:

Identify specific hazards in areas where contractors will be working and review your safety rules.



CONCLUSION:

- Work safely to avoid accidents and injuries.
- Although you're not employed by us, you're expected to follow our safety rules while you work here. Please work with our supervisors and employees to prevent accidents and injuries.



TEST YOUR KNOWLEDGE:

Have your employees take the Contractor Safety quiz. By testing their knowledge, you can judge their ability to work safely and whether they need to review this important topic again soon.



CONTRACTOR SAFETY QUIZ

- 1. As a contractor, you only have to follow your employer's safety rules, not ours.**
a. True b. False
- 2. Workplace hazards can be caused by:**
a. Unsafe acts
b. Unsafe conditions
c. Either a or b
- 3. Keep alert and think about what could go wrong as you work.**
a. True b. False
- 4. What should you do if you identify a hazard while working here?**
a. Ignore it; one of our employees will fix it or report it.
b. Report it right away.
c. Report it at the end of your shift.
- 5. When working with hazardous chemicals, always:**
a. Read the label.
b. Read the safety data sheet (SDS).
c. Both a and b.
- 6. In our workplace, you must wear assigned personal protective equipment (PPE).**
a. True b. False
- 7. Training and authorization requirements for using equipment and machinery apply only to our employees, not to you.**
a. True b. False
- 8. What should you do if you are involved in a safety incident?**
a. Only report an accident if you are injured.
b. Only report an accident if it involves our employees.
c. Report all accidents, injuries, exposures, or near misses.
- 9. While working, watch out for those working with and around you.**
a. True b. False
- 10. What should you do if there is anything you don't understand about a hazard or safety procedure?**
a. Try to figure it out yourself.
b. Ask a supervisor.
c. Take your chances and hope for the best.

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



ANSWERS TO CONTRACTOR SAFETY QUIZ

1. b. False. You must follow your employer's safety rules, our safety rules, and (the Occupational Safety and Health Administration (OSHA) regulations.
2. c. Workplace hazards can be caused by either unsafe acts or unsafe conditions. Be alert for both and report them right away.
3. a. True. If you anticipate safety problems, you can take proper steps to prevent an accident.
4. b. Report any hazard you see anywhere in the workplace right away to your supervisor or one of our supervisors.
5. c. Always read both the label and the SDS before using any hazardous chemical. Ask one of our supervisors where to find the SDS file.
6. a. True. Everyone in this workplace must wear assigned PPE.
7. b. False. Only use equipment and machinery if you have been trained and authorized. This applies to your employer's equipment as well as to ours.
8. c. Report all accidents, injuries, exposures, and near misses right away.
9. a. True. Make sure that your actions don't put them at risk and that their activities don't put you at risk. This applies to both your coworkers and our employees.
10. b. Ask your supervisor or one of our supervisors. Make sure you understand hazards and safe procedures before proceeding with any task.