

CONTRACTOR SAFETY PROGRAM

Sep 2022

PURPOSE

All contractors and subcontractors working at the DLA-SM Depots must follow Depot safety and health rules and procedures applicable to their activities while on site. This Contractor Safety program was developed to ensure that onsite contracted employees are provided equally effective and safe protection from workplace injuries and illnesses.

RESPONSIBILITIES

Depot contractors are onsite to provide operational support services and utilities maintenance to DLA-SM.

The onsite Depot Contractors are responsible for developing and maintaining their own safety and health management system for their onsite employees. As well, their onsite employees must follow the safety and health rules of their host DLA-SM Depot facility.

The Contracting Officer's Representative (COR) for each Depot onsite contracting employee staff is a formally COR-trained and designated DLA-SM employee. The COR is responsible for relaying DLA-SM tasking instruction and environmental, safety, and occupational health (ESOH) information to the contractor's onsite employees.

COMMUNICATING SAFETY AND HEALTH INFORMATION TO CONTRACTORS

It is the goal of the management of each DLA-SM Depot to provide the onsite contracted employees with the safety and health protections equal to that provided to the DLA-SM employees. The COR provides the onsite contractors' employees with the proper instructions for the daily tasks they will be performing, along with all DLA-SM safety and health requirements. Any safety/health hazard or other safety/health-related information needing to be addressed, is discussed through conversation between the contracted employees and their COR. Contracted employees performing work at the DLA-SM Depots are required to comply with all the requirements of the site's ESOHMS (Environmental, Safety, and Occupational Health Management System) programs as presented through their designated COR.

The COR provides the onsite contracted employees with the information from the Depot Orientation Program document to ensure familiarity with initial ESOH and important safety/medical contact information.

SELECTION PROCESS FOR CONTRACTORS

During the selection process for contractors, the following language is included within the contract's performance work statement: "The Contractor shall comply with all the requirements of DLA Strategic Material's Environmental, Safety, and Occupational Health Management System (ESOHMS)."

For familiarity of each Depot's facility and its safety-related information, each specific Depot location has established its own orientation guide. For the contractor selection process, the following language is also included: "The Contractor shall require all employees and Sub-Contractor employees under their

Hard copies of this document may not be the current version. Refer to the "I Am The Key" to verify the current version.

control who work onsite to read the ‘Depot ESOHMS Orientation Guide for Contractors’. Employees shall sign and date the guide to document their understanding of the guide’s contents. The Contractor shall provide copies of all signed ‘Depot ESOHMS Orientation Guide for Contractors’ to the COR. All employees shall comply with the requirements of this guide. The Contractor shall determine the need for and supply all personal protective equipment required by their employees to perform the services of this PWS. At a minimum, the Contractor shall require their employees to wear steel toed safety shoes, eye, and hand protection.”

PROCEDURES FOR IDENTIFICATION, CORRECTION, AND TRACKING OF UNCONTROLLED HAZARDS IN CONTRACTOR WORK AREAS

Any uncontrolled workplace hazard encountered by an onsite contracted employee within his/her work area is identified and relayed to their designated COR. The hazard is then corrected and tracked in the same manner as all other workplace hazards identified within the DLA-SM employee work area. The DLA-SM ESOH personnel and/or the Depot Manager/Safety Manager manage the hazard(s) and communication is properly passed down to the contracted employees through their designated COR.

The COR continually monitors the activities of the onsite contracted employees for any safety-related actions and has the authority for the removal of any contracted employee who has committed a workplace safety or health violation. This information and any other workplace-related contracted employee safety or health incident is forwarded to the DLA-SM Safety Manager and the Depot Manager for OSHA reporting purposes.

SAFETY AND HEALTH RULES TRAINING

The COR trains the onsite contracted employees on hazards they may encounter while on the worksite; how to recognize hazardous conditions and the signs and symptoms of workplace-related illnesses and injuries; implementing hazard controls, including safe work procedures; emergency procedures; and whistleblower rights and anti-retaliation protections.

VPP TRAINING

Onsite contracted employees are made aware of the OSHA (Occupational Safety and Health Administration) Voluntary Protection Program (VPP) program through their designated COR, and they support the site’s participation in the VPP program.

RECORDKEEPING (COMPANY AND CONTRACTOR REQUIREMENTS)

The designated COR maintains contractor personnel attendance records and contractor contact information.

A record of any onsite contracted employee affected by work-related injuries or illnesses is maintained by the COR and provided to the DLA-SM Safety Manager for compliance reporting as required.

REFERENCES

OSHA Instruction *Voluntary Protection Programs Policies and Procedures Manual*, CSP 03-01-005 (30 Jan 2020)

Hard copies of this document may not be the current version. Refer to the “I Am The Key” to verify the current version.