

## **14.29 Contractor Safety Requirements**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to provide a minimum safety standard for contractors operating on Licking/Knox Goodwill Industries, Inc., property.

### Procedure:

The term “contractor,” as used in this policy, shall refer to any person not employed by Licking/Knox Goodwill Industries, Inc., (Goodwill) on a full or part-time basis who enters to perform work on Goodwill property or work sites. The term contractor shall include, but not be limited to, the general contractor, his/her employees, agents, and subcontractors.

Nothing in this policy shall in any way relieve the contractor of his/her legal or regulatory requirements. The contractor shall, at all times, use his/her own judgment and discretion regarding safety and safety procedures, particularly in situations not specifically mentioned in this policy. Licking/Knox Goodwill Industries, Inc. is committed to providing a place of employment, which is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to its employees.

Failure to comply with federal, state or local laws and regulations, Occupational Safety and Health Administration (OSHA) regulations, and all other applicable safety and health standards, including this policy, may lead to the expulsion of the contractor from Goodwill property.

- **Communication**

It is the responsibility of the contractor to understand this policy and to seek answers to any questions he/she may have regarding Goodwill property, clients, and/or personnel. It is imperative the contractor inform Goodwill Senior Staff as to the intended work, equipment and work area(s). Any changes in the contractor’s plans or potentially unsafe situations must be immediately communicated to a Goodwill Senior Staff member.

- **Security**

All contractors and their employees must sign the work site Visitors Log each day upon arrival and adhere to procedures found in Policy & Procedure 7.12, *Visitors in the Workplace*. Contractors are cautioned not to roam or to enter restricted areas. If unsure about an area, contractors are to contact a Goodwill employee for assistance. Contractors must read and obey all posted signs and warnings. Goodwill provides designated smoking and eating areas. Licking/Knox Goodwill Industries, Inc. is a drug-free workplace and, as such, the use, possession of, or being under the influence of alcohol or any other controlled substance while on Goodwill property is strictly prohibited. Prescribed or over-the counter medications that may affect the user’s job must be reported to the Goodwill Human Resource Department.

- **Safety**

Any accident, injury, fire, chemical spill, or release must be immediately reported to the Goodwill Director of Safety & Security. An injury received by a contractor or his/her employee(s) must be

recorded on the contractor's OSHA 300 form. A copy of the contractor's OSHA 300 log must be provided to the Goodwill Director of Safety & Security on the date the injury is recorded.

Safety hazards caused either directly or indirectly by the contractor must be immediately identified by the use of warning signs or barricades. All safety hazards must be immediately reported to the Goodwill Director of Safety & Security.

Accumulations of trash, oily rags, or similar fire hazards are not permitted. All work areas must be as neat and clean as possible by the end of the work day. Payment may be delayed or adjusted to compensate for additional clean up at the completion of the job.

Contractors are prohibited from dumping any refuse or chemicals, except in receptacles or areas designated by the Goodwill Director of Safety & Security.

Any excavation or soil removal must be approved by the Goodwill Director of Safety & Security. Utility lines may not be cut or otherwise disturbed without prior approval from the Goodwill Director of Safety & Security.

Contractors and their employees are expected to utilize appropriate personal protection equipment in compliance with OSHA regulations.

All ladders and scaffolds used by the Contractor and his/her employees must meet all applicable OSHA regulations. Metal ladders and scaffolds may not be used near power lines. The area beneath elevated work must be barricaded and access restricted to those persons doing the work.

**YOUR SAFETY IS OUR PRIMARY CONCERN**

**The following acknowledgment must be completed prior to commencement of work.**

I have reviewed the Contractor Safety Policy with the below-signed contractor and provided him/her with a copy. I further acknowledge I have answered any questions or concerns put forth by the contractor and alerted him/her to any additional safety instructions or warnings based upon the scope and nature of the work to be performed.

\_\_\_\_\_  
Goodwill Representative

\_\_\_\_\_  
Date

I have read and understand this Contractor Safety Policy and been provided a copy of the same. My questions and/or concerns have been adequately addressed by the Licking/Knox Goodwill Industries, Inc., Representative and I have been alerted as to any additional safety instructions or warnings based upon the scope and nature of the work to be performed. I understand and agree to hold Licking/Knox Goodwill Industries, Inc., harmless in the event of any accident or injuries arising from my actions or those of my employees. I further agree that failure to comply with the provisions of this policy may lead to expulsion from Goodwill property and non-payment for any work completed.

\_\_\_\_\_  
Authorized Representative for: \_\_\_\_\_  
Print name of contracting company

\_\_\_\_\_  
Date