

# OUTSIDE CONTRACTOR PACKET

## Assessment (Please answer the following questions)

1. Are there any government actions or lawsuits against your company?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Are there any private lawsuits against your company?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
3. Do you have a Quality and Environmental standard your company abides by? \_\_\_\_\_  
If certified by any standard or have documented quality system, please forward copy.
4. Will work involve bringing chemicals on our premises? \_\_\_\_\_
5. Will work involve “hot work”? \_\_\_\_\_

## Requirements

These rules apply to all outside contractors working at Chief Enterprises, Inc., including vendors and service & repair companies. Companies and individuals who are not employed by Chief are welcome to work on our premises, as long as they understand and comply with all Chief rules. They must follow rules for security, safety and environmental protection reasons.

Prior to starting any work, the outside professional or agent must report to the Operations Manager’s office each day to discuss any developments and confirm current status of the required documents.

To keep this facility operating in a safe, clean, and professional manner, outside professionals must comply to the provisions attached, including providing copies of items below before commencement of work:

1. Current Occupational License
2. Current Certificate of Liability Insurance
3. Current Workman’s Compensation Insurance Certificate.
4. Copies of all MSDS for all chemicals being used by the Contractor while at Chief.
5. A signed copy of the Environmental Protection Agreement (page 2)
6. Signed copy of the Outside Contractors Safety Agreement and Indemnity and Assumption of Risk (page 3).

Forms also included: Environmental Protection Agreement, Outside Contractors Indemnity and Assumption of Risk  
Additional attachments may include: Chief Environmental Policy, Emergency Floor Plan, Procedures for Emergency Preparedness, & Lock Out Tag Out

# OUTSIDE CONTRACTOR PACKET

## ENVIRONMENTAL PROTECTION AGREEMENT

This Agreement must be signed before any professional services can be conducted. Work must be done in a safe manner, in compliance with all applicable laws and regulations, to provide for the safety of contractor personnel, Chief personnel & property, and the general public. Work sites must be kept clean and orderly. Work which could create a hazard to people or property, must be appropriately delineated to prevent injury or property damage. Use of any unsafe equipment is against Chief policy. All accidents must be reported to Chief management.

Work must be done in an environmentally safe and clean manner, including:

1. Compliance with all applicable laws and regulations, to provide for the protection of the environment from damage or pollution caused by any work done while on Chief property.
2. All chemicals brought on the Chief property must be removed at the conclusion of the job.
3. All hazardous chemicals used on Chief property must be approved by Chief management prior to being brought on site. This approval process requires that a copy of the Material Safety Data Sheet for each chemical used will be supplied. This includes all chemicals which might provide a hazard to Chief personnel, the general public, or the environment, through use, spillage, or improper disposal in the course of providing your services.
4. No wastes shall be disposed of in or on Chief property without specific permission from management, this includes: dumpsters, on any land or adjoining Chief property.
5. All chemical wastes must be removed from Chief property.
6. Spills of any kinds, in or on the Chief property, must be reported to Chief management immediately.
7. Full cost of cleanup, removal and/or environmental damage for work done at Chief is the responsibility of the outside contractor.

I, (print name) \_\_\_\_\_ (Title) \_\_\_\_\_  
as an authorized management representative of (print company name below)

\_\_\_\_\_ agree that the terms of this Environmental Protection Agreement will be adhered to, and that failure to comply with this policy will result in loss of the right to conduct business at Chief Enterprises.

Signature \_\_\_\_\_ Date \_\_\_\_\_.

# OUTSIDE CONTRACTOR PACKET

## INDEMNITY AND ASSUMPTION OF RISK

The undersigned, in consideration of permission granted by Chief Enterprises, Inc. to enter upon the property to perform work or services, does hereby expressly assume any and all risk to his person or property, or the person or property of any of his invitees, agents, or employees, in entering upon said premises and/or performing such services.

In addition, the undersigned agrees to hold harmless from any claims or damages resulting from or arising out of any act or omission of the undersigned, his invitees, agents or employees, to provide all necessary and sufficient safeguards and to take all proper precautions against the occurrence of accidents, injuries or damages to any persons or property and to be responsible for and to indemnify and save harmless Chief from all losses or damage and any or all claims arising by reason of any act or omission of the undersigned, his invitees, agents, or employees, and further agrees to defend at the expense of the undersigned any all suits or actions, civil or criminal, arising out of any act or omission of the undersigned, his invitees, agents or employees.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I, the undersigned, have the authority to sign this document and agree to the above conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

To be completed by Chief Enterprises, Inc.

Permission is granted from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

By \_\_\_\_\_ Date \_\_\_\_\_  
Chief Enterprises Authorized Signature

<b>OUTSIDE CONTRACTOR &amp; HOT WORK PROCEDURE</b>		
Revision: 08-Nov-16	Procedure 36	Page 1 of 5

**I PURPOSE**

These rules apply to all outside contractors working at Chief Enterprises, Inc. including vendors, and service & repair companies. Companies and individuals who are not employed by Chief are welcome to work at Chief as long as they understand and comply with all Chief rules. They must follow rules for security, safety and environmental protection reasons.

**II APPLICATION**

This program applies to any contractor(s) who performs or supervises a service and/or activity in existing buildings of Chief Enterprises per Chief's order.

This procedure directly concerns all of Chief Enterprises Employees.

**III PROCEDURE**

Prior to starting any work, all documents must be submitted in either the Outside Contractor packet or the Hot Work Program packets. Before commencement of work, the outside professional or agent must report to the Operations Manager or designee each day to discuss any developments and confirm current status of the required documents.

Work must be done in a safe manner, in compliance with all applicable laws and regulations, to provide for the safety of property and the safety of contractor personnel, Chief personnel and the general public. Work sites must be kept clean and orderly. Work which could create a hazard to people or property, must be appropriately delineated to prevent injury or property damage. Use of any unsafe equipment is against Chief policy. All accidents must be reported to Chief management.

All personnel (employees, contractors, building occupants) must be suitably protected against hazards generated by the work (heat, sparks, fumes, welding rays, etc.). This may include, but is not limited to, the use of personal protective equipment, shields, screens or local exhaust ventilation.

**Contractor Packet**

To keep this facility operating in a safe, clean, and professional manner, outside professionals must comply to the provisions of the Contractor Packet by signing form and providing copies of items below before commencement of work.

1. Current Occupational License
2. Current Certificate of Liability Insurance
3. Current Workman's Compensation Insurance Certificate.
4. Copies of all MSDS for all chemicals being used by the Contractor while at Chief.
5. A signed copy of the Environmental Protection Agreement (page 2)
6. Signed copy of the Outside Contractors Safety Agreement and Indemnity and Assumption of Risk.

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**OUTSIDE CONTRACTOR & HOT WORK PROCEDURE**

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Hot Work Program

On-site hot work should not be performed if the work can be avoided or performed in a safer environment. If hot work must be performed, a hot work permit must be obtained before the hot work begins. To obtain a permit, contact the VP of Operations.

All precautions on the hot work permit must be met prior to performing the work. The hot Work Permit will be issued by the VP of Operations and is valid only for the date(s) and time(s) specified on the permit. A copy of the permit must remain at the hot work location until the hot work is completed and the permit closed.

In addition to Outside Contractor packet Chief has a Hot Work Program. Outside Contractors performing Hot Work are to follow the guidelines below. This information is sent to Contractor prior to performing job. All forms are to be signed by contractor prior to performing job.

All hot work that involves using an open flame, or which generates heat, sparks, slag or other superheated materials, (this includes but is not limited to brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding) requires compliance with the following Hot Work Program guidelines and the completion of a Hot Work Permit before commencing work (per OSHA requirements 1910.252). The guidelines are set up to indicate what the responsibilities are for each team member. In the case of minor hot work, one person may serve in all three capacities. In the more hazardous situations, more than one firewatcher may be required.

Contract Supervisor

1. Supervisor is responsible for all hot work operations and program compliance.
2. Supervisor is responsible for insuring that all persons involved in hot work are properly trained in their functions.
3. Supervisor will be responsible for completing the Hot Work Permit. A copy of the permit shall be submitted to the VP of Operations before work is to begin and a copy of the closed permit shall be given to the VP of Operations following completion of the hot work.

Contractor Employee Performing the Hot Work

1. Person performing the hot work must be trained in their duties and responsibilities.
2. Person performing the hot work is responsible for eliminating all the fire hazards before beginning any hot work.
3. If the object to be worked on cannot be readily moved, all movable fire hazards in the vicinity MUST be moved to a safe place (at least 35feet from point of operations). If no, guards MUST be used to confine the heat, sparks and slag, and protection provided for the immovable fire hazards. If these precautions cannot be taken, hot work shall NOT be performed.
4. All combustible materials exposed to hot sparks and other hot materials that could drop through floor cracks, or other floor openings, and through openings in walls, windows, and doorways MUST be protected.
5. If sparks or hot materials might be carried through ducts or conveyor systems, these MUST be protected or shut down.
6. All floors MUST be swept clean of all combustible materials within 35 feet of the point of operations. Combustible floors MUST be kept wet, covered with damp sand, or protected by fire

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**OUTSIDE CONTRACTOR & HOT WORK PROCEDURE**

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resistant shields.

Fire Watchers

1. Fire watchers must be trained in their duties, responsibilities, and extinguishing equipment.
2. Fire watchers must have fire extinguishing equipment such as fire extinguishers, hoses, pails of water or sand, etc. on site and readily available.
3. Fire watchers must know where the nearest fire alarm pull station is located.
4. Fire watchers must inspect area before any hot work operations commence to insure that all precautions have been taken.
5. Fire watchers must continue to be on the watch at least One hour after all hot work has been completed.
6. Firewatchers will only try to extinguish a fire if it is obviously within their trained capacity to safely do so.
7. Fire watchers must be provided and located where more than a minor fire might develop or where:
  - a) Appreciable combustible material is within 35 feet of the point of operations.
  - b) Appreciable combustibles more than 35 feet away may be easily ignited by sparks.
  - c) Wall or floor openings within 35 feet expose combustibles in adjacent areas including confined spaces.
  - d) Combustibles could be ignited by conduction or radiation through metal partitions, walls, ceilings or roofs.

Hot Work MUST NOT be done if:

1. In an unauthorized area.
2. Sprinkler systems are impaired
3. In an explosive, or potentially explosive, atmosphere inside improperly prepared equipment, or in areas where combustible dusts have accumulated.
4. Near bulk storage of readily ignitable materials such as saw dust, sulfur, baled paper or cotton.
5. When floor or wall openings cannot be covered.
6. When appropriate fire fighting equipment is not readily available.

When combustible or flammable materials are within 35 feet and cannot be moved or protected.

**Environmental Protection Agreement**

This Agreement must be signed before any professional services can be conducted.

Work must be done in a safe manner, in compliance with all applicable laws and regulations, to provide for the safety of property and the safety of contractor personnel, Chief personnel and the general public. Work sites must be kept clean and orderly. Work which could create a hazard to people or property, must be appropriately delineated to prevent injury or property damage. Use of

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<b>OUTSIDE CONTRACTOR &amp; HOT WORK PROCEDURE</b>		
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any unsafe equipment is against Chief policy. All accidents must be reported to Chief management.

Work must be done in an environmentally safe and clean manner, including:

1. In compliance with all applicable laws and regulations, to provide for the protection of the environment from damage or pollution caused by any work done while on Chief property.
2. No wastes shall be disposed of in or on Chief property (including dumpsters) without specific permission of management.
3. All chemical wastes must be removed from Chief property.
4. No waste shall be disposed of on any land or adjoining Chief property.
5. Spills of any kinds, in or on the Chief property, must be reported to Chief management immediately.
6. Full cost of clean-up, removal and/or environmental damage for work done at Chief is the responsibility of the outside contractor.
7. All chemicals brought on the Chief property must be removed at the conclusion of the job.
8. All hazardous chemicals used on Chief property must be approved by Chief management prior to being brought on site. This approval process requires that a copy of the Material Safety Data Sheet for each chemical used will be supplied. This includes all chemicals which might provide a hazard to Chief personnel, the general public, or the environment, through use, spillage, or improper disposal in the course of providing your services.

**Outside Contractors Indemnity and Assumption Of Risk**

By signing, the outside contractor is in consideration of permission granted by Chief Enterprises, Inc. to enter upon the property to perform work or services, does hereby expressly assume any and all risk to his person or property, or the person or property of any of his invitees, agents, or employees, in entering upon said premises and/or performing such services.

In addition, the outside contractor agrees to hold harmless from any claims or damages resulting from or arising out of any act or omission of the outside contractor/company, his invitees, agents or employees, to provide all necessary and sufficient safeguards and to take all proper precautions against the occurrence of accidents, injuries or damages to any persons or property and to be responsible for and to indemnify and save harmless Chief from all losses or damage and any or all claims arising by reason of any act or omission of the undersigned, his invitees, agents, or employees, and further agrees to defend at the expense of the outside contractor any all suits or actions, civil or criminal, arising out of any act or omission of the undersigned, his invitees, agents or employees.

**Additional Inputs**

Both the Outside Contractor and Hot Work Program Packets also include: Chief Environmental Policy, [Emergency Floor Plan](#), and Procedures and Instructions for [Emergency Preparedness](#) and [Lock Out Tag Out](#).

**IV REVISIONS**

11-Feb-11: First Issue

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12-Jul-16: added links

08-Nov-16: updated floor plan

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<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>		
Revision: 04-Mar-08	Procedure 32	Page 1 of 2

**I. PURPOSE**

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for identifying potential environmental accidents and emergency situations, and for developing appropriate response plans.

This procedure does not provide specific plans or response instructions for any particular type of emergencies.

**II PROCEDURE**

**RESPONSIBILITY AND AUTHORITY**

The Quality Assurance Manager and Vice President of Operations are responsible for inventorying materials, wastes, and other substances which, because of their characteristics, quantities, and other aspects, create a potential hazard and can cause an emergency.

The Q.A. Manager and VP of Operations are also responsible for identifying and evaluating potential emergencies and for developing appropriate response plans and procedures.

**General**

This procedure requires that potential accidents and emergencies be identified and evaluated, irrespective of legal threshold quantities of hazardous substances.

**Identification and Inventorying of Potential Hazards**

The process of identifying potential accidents and emergencies starts with inventorying materials, wastes, substances, processes, and activities that create a potential hazard and can cause an emergency. The chemical inventory will be reviewed and documented at least once per year.

For materials and substances, the required information includes, as appropriate:

- Name of the substance, state
- Manufacturer
- Quantity
- Type and size of containers
- Storage location

It is not necessary to include substances that are stored in such small quantities, or are so benign, that even a worst-case scenario uncontrolled release of the whole stock would not cause any meaningful environmental impact.

**Identification of the Potential for Accidents and Emergencies**

For each potential hazard, the Q.A. Manager determines whether emergency response plans are relevant and warranted. The following types of issues are considered in the evaluation:

- Classification, type, concentration, and other characteristics of the hazardous substance;
- Maximum quantity of the substance that could potentially be released;
- Requirements of laws and regulations, i.e. OSHA and MSDS for emergency preparedness and response planning;

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<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>		
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- Types of events that could cause accidental or uncontrolled release of the substance (fire, flood, earthquake, equipment failure, impact, operator error, other abnormal operating conditions, etc.);
- The nature and severity of environmental impacts that could be caused by an accident or uncontrolled release;
- Availability of methods and measures to prevent or reduce environmental impacts that would result from the accident.

If, based on this analysis, emergency response program is warranted; an appropriate program is developed and implemented.

**Development of Emergency Response Programs**

Depending on the nature and extent of the potential emergency, development of emergency preparedness and response programs may require preparatory studies and gathering of information about such issues as:

- Release containment and mitigation techniques and equipment;
- Training of personnel designated for coordinating and carrying out emergency response actions;
- Communication systems and equipment;
- Evacuation plans and procedures;
- Identification and communication with outside assistance and other resources (police, fire department, hospitals, special emergency response services, etc.);

Emergency response plans and procedures are documented. As applicable, they consist of instructions, schedules, defining relevant equipment, training requirements, designation of authority and responsibilities, contact information, instructions for application of specific techniques and methods, and evacuation procedures.

Documents pertaining to emergency response planning are communicated and controlled in accordance with Document Control [Procedure 7](#).

**Updating and Review of Emergency Response Programs**

Departmental managers are responsible for notifying the Q.A. Manager of any changes in their departments that would create new potential hazards.

Following the guidelines provided in this procedure, the Q.A. Manager reviews the new information and determines whether the changes require modification of currently implemented emergency response programs, or development of new programs.

Emergency procedures are reviewed and revised as necessary after each occurrence of accidents and emergencies.

Emergency response programs are audited during internal audits and are periodically reviewed by management review.

**III. REVISIONS**

- First Issue: 8-Sep-06
- 27-Jun-07: Minor editorial revisions
- 04-Mar-08: added the yearly review of the chemical inventory.

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<b>LOCK OUT / TAG OUT</b>		
Revision: 28-Jul-08	Procedure <b>33</b>	Page 1 of 3

**I. PURPOSE**

The purpose of this program is to establish procedures for the safe control of energy through the locking and tagging of equipment and machinery at Chief Enterprises, Inc.

This program supports compliance with the Occupational Safety And Health Administration lockout/tagout standard, as found in 29 CFR 1910.147. This program applies to all company employees who are authorized to perform maintenance service activities on equipment or processes that present energy hazards and to any employees who are affected by these activities.

**II DEFINITIONS**

*Affected Employee:* An employee whose job requires him or her to operate or use a machine or equipment on which service or maintenance is being performed under lockout/tagout or whose job requires him or her to work in an area in which such service or maintenance is being performed. Affected employees must be informed when lockout/tagout is being performed.

*Authorized Employee:* A person who locks and tags machines or equipment in order to perform service or maintenance on it.

*Energy-Isolating Device:* A mechanical device that physically prevents the transmission or release of energy, including a manually operated electrical circuit breaker, a disconnect switch, a line valve, a block and any similar device used to block or isolate energy.

*Lockout:* The process used to identify, cut off and secure all energy sources before beginning repair, adjustment or maintenance. A lockout device is used to secure equipment or machinery in the "off" position, ensuring that it cannot be operated.

*Lockout Device:* A lock (either key or combination type) that holds an energy-isolating device in a safe position and prevents the machine or equipment from energizing.

*Servicing And/Or Maintenance:* Workplace activities that require lockout/tagout on the equipment before beginning the activity because employees may be exposed to the unexpected energization or startup of the equipment or the release of hazardous energy. Servicing and/or maintenance includes constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, cleaning or unjamming and making tool changes.

*Tagout:* Attaching a tag to the lock on the power source that has been shut off, indicating the time and reason for the lockout and the name of the person doing the work. The tag acts as a warning not to restore energy to the equipment or machinery.

*Zero-Energy State:* All energy has been controlled in the machinery or equipment.

**III RESPONSIBILITIES**

The Quality Assurance Manager is responsible for these tasks:

- Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state and local lockout/tagout requirements.
- Providing initial and annual training of employees on lockout/tagout procedures.

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<b>LOCK OUT / TAG OUT</b>		
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- Ensuring that all employees who are authorized to service equipment within the facility have received training on appropriate lockout/tagout procedures and energy control plans.
- Completing an energy control procedure for each specific piece of equipment or process within the facility.
- Verifying through periodic audit that the lockout/tagout program effectively protects employees who are servicing powered equipment.

The V.P. of Operations & Logistics is responsible for these tasks:

- Assuring that appropriate energy-isolating devices are available for all equipment and processes within the facility.
- Assigning locks to authorized employees.
- Coordinating activities of contractors that may affect lockout/tagout and energy control procedures within the company.
- Ensuring that only authorized employees service the equipment and machinery in their department.

Authorized Employees are responsible for these tasks:

- Complying with the company's lockout/tagout program.
- Following all safe shutdown and startup procedures.
- Communicating activities to all affected employees and other authorized employees.
- Ensuring the security of their own locks and keys.

Affected Employees are responsible for these tasks:

- Advising the maintenance department when equipment needs servicing.
- Following the direction of the authorized employee as it affects the operation of their equipment.

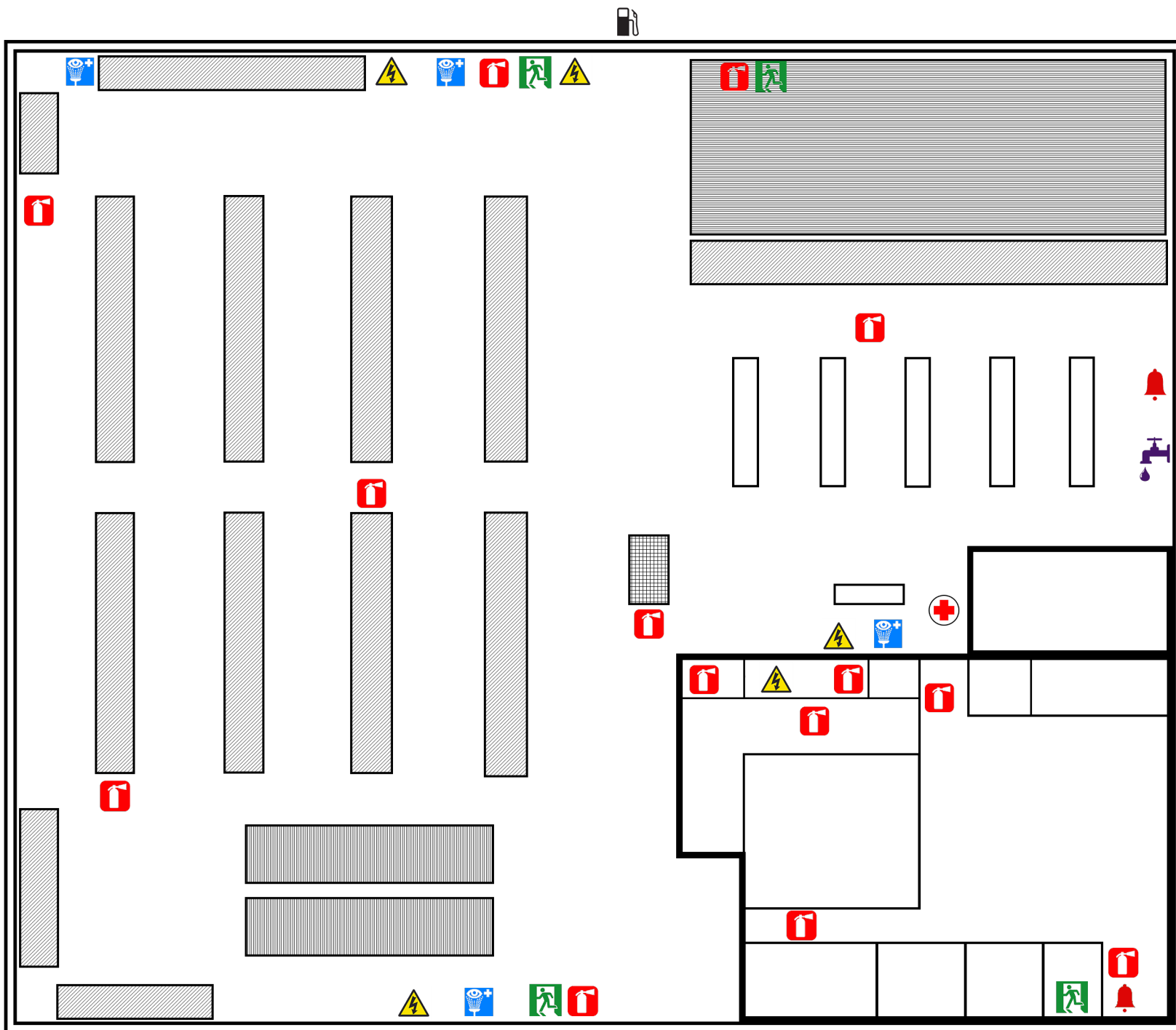
**Program Activities**

General

- All equipment that contains energy of any form will be locked out prior to being serviced or maintained.
- All employees who are authorized to work on equipment or machinery in the company will follow appropriate company lockout/tagout procedures.
- Contractors who perform work on company equipment will comply with company lockout/tagout procedures.

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# Chief Enterprises - 545 West Lake Street

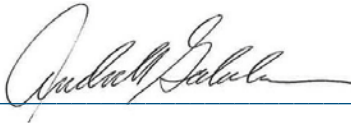


## Environmental Policy

To become resource efficient, committed to the prevention of pollution by continually improving our Environmental Management System and complying with applicable environmental laws and regulations.

Hacer uso eficiente de los recursos, comprometidos con la prevención de la contaminación mediante la mejora continua de nuestro Sistema de Gestión Ambiental y cumpliendo con las leyes y reglamentos ambientales.

May 17, 2012



*Andrew Gabelman - President*