

	<b>Contractor Safety Requirements</b>	<b>Document No: PR – 5020.31</b>
		<b>Document Designation: Level Two</b>
		<b>Revision 1.2 – 1/29/2021</b>
<b>Relates to: PO- 5020 (Safety)</b>		

## 1.0 PURPOSE

The purpose of this document is to integrate the contractor's management organization, its supervisors, and employees into the concept of a safe and effective work environment. Requirements presented in this document are minimum standards. Contractors are expected to exercise good judgment when conducting activities on Louisville Water projects.

## 2.0 SCOPE

This program pertains to contracted work performed for Louisville Water. This program is intended to ensure practices are implemented to meet the requirements of 29 CFR 1910 and 1926.

## 3.0 DEFINITIONS

**3.1 Competent Person** – a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**3.2 Contractors** are persons or Corporations under written contract with Louisville Water.

**3.3 Hot Work** - Operations such as oxygen fuel gas and electric arc cutting, welding, grinding, and drilling that could become a source of ignition.

**3.4 Subcontractors** are persons or corporations providing services to Contractors.

## 4.0 RESPONSIBILITIES

**4.1** Louisville Water will identify contact(s) for each project that may include Project Managers, Engineers, Inspectors and Safety personnel. Louisville Water will provide contractor safety representatives with site specific and project specific safety information pertaining to Louisville Water facilities. This sharing of information shall be documented on a Contractor Safety Information form.

**4.2** Contractors are responsible for understanding and complying with federal, state, and local laws governing its activities along with local site requirements and job site hazards. Such information shall be communicated by the contractor to its personnel and to its subcontractors. Contractors shall assure their employees and subcontractor personnel have received required training before performing work. A contractor engaged in work for Louisville Water is responsible for the safe performance of work and shall take measures necessary to protect the environment as well as the safety and health of Louisville Water personnel, the public, and its own employees.

**4.3** Prior to the start of work, contractors shall identify a representative(s), who will be on-site and oversee safety aspects of the project. Contractors shall maintain communication with Louisville Water contact(s) throughout the course of contracted work and shall have pre-construction discussions with its subcontractor personnel as different phases of work are initiated. Requirements of contractors are also applicable to subcontractors. The contractor shall communicate all such information.

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## 5.0 GENERAL REQUIREMENTS

- 5.1 Communication** – Subcontractors shall forward safety-related paperwork, accountability, and communication issues to Contractors and their safety representatives. Contractors shall forward safety-related information, as discussed in this procedure, to the Project Manager as soon as it is brought to their attention.
- 5.2 Accident and Incident Reporting and Investigation** - Contractors shall notify Louisville Water in the event of an OSHA recordable injury, property damage, or environmental incident. Contractors shall investigate each incident to identify root cause and develop corrective action(s) intended to prevent recurrence. Details of these investigations shall be communicated to Louisville Water.
- 5.3 Employee Qualifications and Conduct**
- 5.3.1** Contractor Safety Representatives must be able to understand hazards associated with the job site and have the authority to correct deficiencies. Safety Representatives must be on the job site while work is being performed.
- 5.3.2** Contractors shall use employees who are qualified and skilled in the work to be performed. Contractors shall ensure employees only perform work for which they have been trained and confine their activities to assigned work areas.
- 5.3.3** Contractors shall prohibit their employees or subcontractor employees from working under the influence of drugs or alcohol.
- 5.4 Safety Evaluations** - Contractors are responsible for conducting daily safety inspections of its job site.
- 5.5 Contractor Safety Monitoring and Performance Evaluation** – Louisville Water has implemented contractor safety monitoring and performance evaluation procedures (PR-5020.32) to assist contractors in preventing their employees from engaging in unsafe work practices.

## 6.0 GENERAL SAFETY REQUIREMENTS

### 6.1 Safety Considerations

- 6.1.1** Contractors shall keep the job site clean and orderly. This shall include maintaining an orderly arrangement of tools, equipment, storage facilities, and supplies during the project. Scrap materials, refuse, and other debris shall be deposited in appropriate containers or neatly stacked in areas distant from construction activities. They shall be removed from the job site on a regular basis and disposed of properly.
- 6.1.2** Contractors shall immediately notify Louisville Water if an OSHA compliance officer visits the job site. Contractors shall inform Louisville Water of any employee complaint, incident, etc. that results in or may result in an OSHA inspection.



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**6.1.3** Contractors and their employees shall direct all public media inquiries to Louisville Water. At no time shall contractors or their subcontractors authorize media to enter the job site, without express authorization of Louisville Water.

**6.1.4** Contractors shall keep public streets and roads adjacent to property utilized for construction traffic clean, clear, and free of dirt and debris.

**6.1.5** Roads, walks, ramps, corridors, doors, stairs, etc., that need to be closed or blocked during the performance of work shall be appropriately "signed" and barricaded by the contractor. Alternate routes shall be established that are clearly marked, well lighted and safe.

**6.1.6** Precautions shall be taken to prevent contractor activities from posing a threat to Louisville Water employees or the public.

**6.1.7** Threatening, intimidating, coercive, unsafe, or disruptive behavior such as fighting, horseplay or sexual harassment of any kind is prohibited.

### **6.2 Personal Protective Equipment**

**6.2.1** Required personal protective equipment (e.g. hard hats, hi-visibility clothing, safety glasses, respirators, gloves, safety shoes) shall be provided by contractors.

**6.2.2** Contractors will ensure their employees have been properly trained in the use, maintenance, and limitations of required personal protective equipment.

### **6.3 Elevated Work and Fall Protection**

**6.3.1** Fall protection is required when general industry work involves elevations over 4 feet and construction activities involve elevations over 6 feet.

**6.3.2** Contractors are responsible for the effective implementation of fall protection programs and for ensuring employees using fall protection systems have been adequately trained.

### **6.4 Excavation and Trenching Activities**

**6.4.1** Contractors shall provide a "Competent Person", as defined by OSHA in 29 CFR 1926 Subpart P, to oversee trenching and excavation activities.

**6.4.2** Adequate barrier protection for excavations shall be provided, as necessary, to protect Louisville Water employees as well as the general public. Barriers shall be easily visible, day or night.

### **6.5 Use of Mobile/Heavy Equipment**

**6.5.1** Mobile equipment shall be fitted with suitable alarms and motion sensing devices, including backup alarms, where required.

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**6.5.2** Defective equipment shall be immediately removed from service. Equipment with exposed gears, belts, couplings, etc. must be provided with proper guards.

**6.5.3** A safety observer shall be assigned to watch the movement of heavy mobile equipment where such movement may cause a hazard to other personnel, or where equipment could hit overhead lines or structures.

**6.5.4** Only trained personnel shall operate mobile equipment. Contractors shall not operate equipment owned by Louisville Water or another contractor unless authorization is given in advance.

**6.6 Use of Vehicles**

**6.6.1** Contractor vehicles shall be kept in safe operating condition. Contractor personnel shall comply with local and site regulations regarding the operation of such vehicles.

**6.6.2** Contractors shall not use or operate vehicles, mobile equipment, or employee vehicles owned or operated by Louisville Water or other contractors without the specific authorization.

**6.7 Construction Barriers**

**6.7.1** Temporary Traffic Control Plan – If work activities disrupt the normal function of motor vehicle, bicycle and/or pedestrian traffic, methods for temporarily controlling traffic shall be implemented. Methods shall be based on guidance provided in the Federal Highway Administration’s Manual on Uniform Traffic Control Devices (MUTCD).

**6.7.2** Construction work taking place in an area that must be kept in operation shall include an appropriate containment barrier to keep out dust, dirt, vapors, and odors. Contractors shall submit a plan indicating the location and type of barriers as well as the proposed method(s) for controlling contaminants.

**7.0 LOUISVILLE WATER FACILITY SAFETY REQUIREMENTS**

**7.1 Safety Considerations**

**7.1.1** Louisville Water will inform contractor safety representatives of known hazards that may be encountered on a particular project. Contractors shall be responsible for informing their employees and subcontractor employees of these potential hazards and take appropriate steps to reduce employee exposure.

**7.1.2** Contractors shall provide emergency response procedures for their employees. These procedures shall include identification of emergency alarms and warning systems at the job site, a list of emergency phone numbers, identification of emergency evacuation assembly areas, placement and use of emergency equipment, and procedures for notification of local response agencies, and Louisville Water.



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**7.1.3** Contractor personnel shall use only facilities designated by Louisville Water for non-work activities such as smoking, eating, staging of material, or restroom access. Contractors shall obey precautionary warning signs, product and process labels, and posted instructions at the job site unless Louisville Water's Project Manager has decided it is not necessary to do so.

**7.1.4** Contractors shall brief authorized visitors to the job site about safety rules and site hazards. Requirements associated with personal protective equipment and rules of conduct shall pertain to all visitors.

**7.1.5** Louisville Water's trash receptacles and sanitary drains shall not be used for the disposal of construction debris or hazardous materials.

### **7.2 Scaffolding and Ladders**

**7.2.1** Contractors must have a competent person involved with the erection, dismantling, and inspection of scaffolding.

**7.2.2** Contractors will ensure their employees have been properly trained in the safe and proper use of ladders.

**7.2.3** Appropriate protection from overhead hazards shall be provided for individuals working near scaffolding and ladders.

### **7.3 Lockout / Tagout and Electrical Safety**

**7.3.1** Contractors shall implement lockout/tagout procedures to protect employees who are servicing or maintaining equipment that could present a hazard if unexpected energization or start up occurs.

**7.3.2** Contractors implementing lockout/tagout procedures shall communicate specific details of their program to the Louisville Water Project Manager prior to initiating work. Contractors shall also coordinate their lockout/tagout program with Louisville Water site personnel whenever a system is de-energized.

**7.3.3** Contractor personnel working on or around live electrical systems shall be trained on safe electrical work practices.

### **7.4 Confined Space Entry**

**7.4.1** Contractors are responsible for the effective implementation of a confined space entry program and for ensuring employees entering confined spaces have been adequately trained.

**7.4.2** Louisville Water will inform the Contractor of known confined space hazards before contractor personnel enter a confined space. Information pertaining to ways Louisville Water has addressed these hazards in the past will also be shared.

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7.4.3 At the conclusion of the entry operations, Contractors shall inform Louisville Water of any hazards confronted or created in permit spaces during entry operations.

**7.5 Fire Prevention**

7.5.1 Equipment and materials shall be stored so as not to block access to fire control and emergency equipment such as fire hydrants, extinguishers, and safety showers.

7.5.2 Areas around welding or flame cutting operations shall be kept free of flammable or combustible materials. Welding, cutting, or any ignition source is not permitted within 50 feet of a refueling or flammable liquids storage area.

7.5.3 Contractors shall coordinate hot work at Louisville Water facilities in accordance with Louisville Water’s Hot Work program (PR-5020.15).

**7.6 Hazardous/Toxic Substances**

7.6.1 Contractors shall submit copies of relevant Safety Data Sheets (SDS's) to Louisville Water’s Project Manager before hazardous materials are brought on site.

7.6.2 Hazardous chemicals shall have warning labels that include the name of the chemical and associated hazards and comply with OSHA’s global harmonizing system.

7.6.3 Louisville Water shall be notified immediately if a spill or release of hazardous material occurs.

7.6.4 Hazardous materials brought on site must be removed in a safe and proper manner upon completion of their intended use.

**7.7 Respiratory Protection**

7.7.1 Contractors shall survey the work activity to determine appropriate means of protection.

7.7.2 Contractors shall use engineering or administrative controls to protect employees from inhalation hazards. Contractors shall implement a respiratory program when measures are determined to be inadequate.

**7.8 Noise Control**

7.8.1 Contractors shall inform Louisville Water if activities are expected to generate high noise levels. This information shall be provided to Louisville Water employees and the need for protection will be addressed.

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**7.9 Regulated Materials (Asbestos, Lead, Petroleum, etc.)**

**7.9.1** If regulated substances are suspected or discovered on site, Louisville Water shall be notified immediately. All work in and around the materials shall cease until a determination is made as to how they should be handled.

**7.9.2** Individuals involved with the handling, removal, demolition, and/or disposal of regulated materials shall comply with OSHA, EPA, and other state and/or local standards governing this activity.

**8.0 ENVIRONMENTAL REQUIREMENTS**

**8.1.1** Contractors shall comply with environmental regulations pertaining to materials, hazardous substances, or wastes, under its control. Contractors shall not dump, release, or otherwise discharge or dispose of any such materials without the express authorization of Louisville Water. Contractors must notify Louisville Water immediately if such materials are released to the environment.

**8.1.2** Contractors shall be aware of and comply with local sewer ordinances and other requirements that may prohibit the discharge of certain materials into the sewer system. Contractors shall notify Louisville Water immediately if a potentially hazardous material enters a sewer.

**8.1.3** Contractors shall obtain permits for materials under their control and shall maintain manifest records and reporting systems on all waste disposals per federal, state and local laws. Hazardous waste manifests shall be provided to Louisville Water.

**8.1.4** Communication with Louisville Water shall take place prior to offsite disposal of any solid waste material or hazardous materials under the contractor’s control.

**9.0 SECURITY**

**9.1** Contractors shall ensure no controlled or illegal substances or alcohol are brought onto Louisville Water property.

**9.2** Contractors shall not permit unauthorized persons on the job site without the permission of Louisville Water, and then only to the extent they are accompanied by an escort.

**9.3** Contractors must keep a record of visitors to their project site.

**9.4** Visitors must be escorted on the jobsite and wear appropriate personal protective equipment supplied by the Contractor.

**9.5** Loitering on the job site before or after the assigned shift is prohibited.

**9.6** Construction access will be through entrances designated by Louisville Water. Sign-in and job-specific security measures will be outlined before a project starts.

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## 10.0 TRAINING REQUIREMENTS

- 10.1** Construction and maintenance contractor and sub-contractor employees working at Louisville Water production facilities are required to have successfully completed ARSC Certified Basic Orientation Plus safety training when required per the bid or quote request. This training does not pertain to contractor and subcontractor employees supplying routine services such as pest control, deliveries, janitorial and trash removal.
- 10.2** Contractor Safety Representatives shall communicate the contents of this Contractor Safety Requirements document to their employees, and subcontractor employees.

## 11.0 DOCUMENTATION

- 11.1** Documentation of contract employee safety training shall be made available to Louisville Water upon request.
- 11.2** Under certain state and federal requirements, employers must certify operators of mobile equipment (forklifts, cranes, manlifts, etc.) have been trained on proper operation of the equipment. Copies of required training and certification records shall be available for review by Louisville Water.
- 11.3** Documentation of required equipment inspections (e.g. cranes) shall be available for review by Louisville Water.
- 11.4** Contractors shall maintain records of accidents and incidents that occur during work. Investigations of these accidents and incidents shall be documented and made available to Louisville Water.
- 11.5** Certain operations may require a permit from Louisville Water (e.g. hot work). Contractor's safety representatives shall inquire with Louisville Water to determine if any part of the contractor's activities requires such a permit.
- 11.6** Contractors shall submit SDS information as required by this program.

## 12.0 REFERENCES

- 12.1** 29 CFR 1910 Occupational Safety and Health Standards for General Industry
- 12.2** 29 CFR 1926 Occupational Safety and Health Standards for the Construction Industry
- 12.3** Louisville Water's Contractor Safety Monitoring and Performance Evaluation procedure (PR-5020.32).
- 12.4** Manual on Uniform Traffic Control Devices, Federal Highway Administration
- 12.5** Louisville Water's Hot Work Program (PR-5020.15).





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**Legal Approval: /s/ Michael F. Tighe**

**Date: 1/29/2021**

**VP Approval: /s/ Tim Kraus**

**Date: 1/29/2021**

<b>Revision No.</b>	<b>Issue Date</b>	<b>Reason for Revision</b>
1.0	3/10/09	New Issue
1.1	10/1/2012	Update w/ new logo and new titles due to restructure
1.2	1/29/21	Reviewed and updated

**POLICY UPDATE: Louisville Water Company reserves the right to review and update its policies and procedures, as deemed necessary, at any time.**