

## **Procedure 8.1006**

### **Contractor Safety Procedure**

To ensure the safety and well-being of all students, visitors, employees, and contractors at Beaufort County Community College's main campus and satellite locations, the following procedures are required when engaging contractors to perform facilities and grounds type work including, but not limited to, mechanical, electrical, plumbing, HVAC, painting, tree trimming/ removal, roofing, grading, paving, building and site construction, etc.

After contract is awarded and prior to work commencing, the Contractor's representative(s) that have overall safety responsibility for their crew and jobsite, shall complete the Site Safety Orientation with an appropriate BCCC representative. The following BCCC positions may administer the Contractor Site Safety Orientation:

- Coordinator, Health and Safety
- Director, Facilities Maintenance
- Director, Campus Operations
- VP, Administrative Services
- Other personnel delegated by the above positions

This Orientation shall follow the BCCC Contractor Site Orientation Form and additional topics may be covered as needed. This Orientation shall be acknowledged by the signing of the form by both the participating Contractor's representative and the administering BCCC representative. The completed original form will be submitted to the Health and Safety Coordinator and a copy will be provided to the Contractor's representative.

For Contractor's that perform routine and/ or reoccurring work on BCCC premises, this Orientation shall be administrated annually. This Orientation should occur before the first work assignment is undertaken for the current calendar year.

If, at any time, any Contracted personnel are observed performing unsafe work acts or violating safety requirements and expectations in anyway, work should be stopped and the Orientation material shall be covered with all subject Contractor personnel. This Orientation/ expectations review shall be acknowledged by the signing of the form by all the participating Contractor's representatives and the administering BCCC representative. The completed original form will be submitted to the Health and Safety Coordinator and a copy will be provided to the Contractor's representative.

At the discretion of the College, a job specific written Safe Work Plan may be required to be completed by the Contractor and provided to the College prior to the subject work commencing. This written Safe Work Plan may follow the outline provided by the College or follow another format preferred by the Contractor. The submitted Safe Work Plan must be reviewed and approved by appropriate College personnel prior to work beginning. If

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the College deems the Plan inadequate, the concerns should be reviewed with the Contractor and a revised Safe Work Plan shall be submitted, reviewed, and approved before work begins. The approved Safe Work Plan will be submitted to the Health and Safety Coordinator and a copy will be provided to the Contractor's representative.

Contractor safety records and historical safety performance shall be considered when reviewing proposals and prior to awarding contracts. Repeated safety violations and concerns shall render Contractors ineligible to receive contracts and perform work for the College.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**Leadership Council Review/Approval Dates:** *12/11/2020*

**Senior Staff Review/Approval Dates:** *11/10/2020*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*