1) What are the hazards involved with outside contractors?
   a. They are not familiar with your operations and may pose a hazard to everyone on site including themselves

2) What hazards should you recognize?
   a. Who is on site
      i. Delivery truck drivers
      ii. Maintenance workers
      iii. Inspectors
      iv. HVAC workers
      v. Plumbers
   b. Where are they working
   c. Training

3) What safe practices should be used when working around contractors?
   a. When you know your contractors, their work locations, and job functions, you can best determine ways to keep them safe
   b. Appoint a direct contact person to interact with contractors
   c. Ensure your contractors have completed all levels of necessary training customized to the work they will perform
   d. Verify that each contractor knows all state, company, and OSHA/MSHA policies and procedures before beginning work
   e. Be sure to include contractors in weekly safety meetings
   f. Make sure you obtain proof of insurance from all contractors

4) Do any of our contractors on site appear to need additional site training?

5) Are any of our contractors posing a hazard to our company and employees?

6) Is there a way to improve contractor safety awareness?

7) Has anyone had an accident or near-miss due to a contractor?

8) Can someone explain our procedures for reporting a problem with a contractor?
Make Time for Safety, Everyday! – Yes, production is important, but the focus must be on Safe Production! Keep that in the back of your mind. Don’t take risky chances and stay out of harm’s way. Nobody goes to work thinking ‘I’m going to get hurt or killed on the job, today!’ But every day 15,000-17,000 workers suffer disabling injuries on the job and another 11-17 are killed. What are you doing to make sure it doesn’t happen on your shift?

Keep stoking the fire; we can’t let the 'Safety Train' run out of steam!

Date Presented: ____________________  Presented By: ____________________

Attendance Sheet

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