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| **EIC Representative** |  |
| **Non-Employee Organization** |  |
| **Date of Completion:** |  |
| **Description of Job (location, trades, hazards):** |
| **STA Required:** |

**Specific Section Acknowledgement**

(If not applicable, denote as “N/A”)

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| Checklist Sections | Initials | Initials | Initials | Initials | Initials | Initials |
| Emergency Procedures  |  |  |  |  |  |  |
| PPE Requirements  |  |  |  |  |  |  |
| Barricades And Controlled Access  |  |  |  |  |  |  |
| General Requirements, Security  |  |  |  |  |  |  |
| Incident and Near-Miss Reporting |  |  |  |  |  |  |
| Equipment Requirements |  |  |  |  |  |  |
| Electrical Safety  |  |  |  |  |  |  |
| Lockout And Energy Control |  |  |  |  |  |  |
| Hot Work  |  |  |  |  |  |  |
| Hazard Communication |  |  |  |  |  |  |

**Approved Equipment for Use**

(Man lifts, forklifts, high torque tooling, electrical test equipment, etc.)

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**Hazardous Substances**

(List any specific chemicals and materials required for the job that require SDS.)

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**Non-Employee Signatures**

By signing this document, you agree to abide by all of the Safety Policies and Procedures outlined in this Pre-Work Checklist.

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| **Print Name** | **Signature** | **Date** |
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**EIC Representative**

Signature of the EIC representative indicate all policies and procedures of this pre-work checklist have been reviewed with the non-employees.

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| **Print Name** | **Signature** | **Date** |
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**Emergency Contact Information**

* In case of emergency, call **911**
* Site Address: 1253 Supply Street, North Charleston, SC 29405
* EIC Representative:
* Facility Security Coordinator: Jim Tuten 843 810-0520
* EHS Representative: Kurt Rayburg 864 561-4624

**General Information:**

* Smoking Areas: No tobacco on the campus
* Facility Access: Front door only access
* Sign In/Out Location: Logbook on the reception desk

**A copy of this document must be given to the Authorized Non-Employee Representative and the original document is to be retained by the Project Manager with copy to EIC Safety Manager.**

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| **EMERGENCY PROCEDURES** |
| * Communicate the assembly points, internal shelter areas and alarm notification.
* After emergency evacuation, non-employees will meet at the designated assembly point. The non-employees foreman will account for all contract employees and report the following information to the EIC representative:
	+ The contractor company name.
	+ The number of employees present at meeting area.
	+ The last known location of any missing personnel. (DO NOT re-enter the facility to locate missing personnel.)
	+ If there are any injuries to contractor personnel.
* Contractors must not re-enter the facility after evacuation until the EIC representative has given the “all clear”.
* Do not move vehicles unless instructed to do so by EIC staff or the Fire Department.
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| **PERSONAL PROTECTIVE EQUIPMENT** |
| * Communicate all applicable PPE policies for the work area, including:
	+ Eye, face, hearing, hand, foot, head, respiratory, fall protection, electrical, etc.
* Fall protection is mandatory if work is performed higher than 4 feet above the working surface.
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| **BARRICADES AND CONTROLLED ACCESS** |
| * Communicate the EIC barricade protocol and aspects of controlled access areas.
* Ensure that appropriate colors are consistent with EIC barricade protocol:
	+ **RED**: DO NOT ENTER without permission from barricade owner
	+ **YELLOW**: Access allowed only after identification of the hazard
* All red barricades require an identification tag with contact information.
* Ensure that barricades are installed where a hazard may cause injury to personnel.
* Ensure barricades are removed when the job is completed.
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| **GENERAL REQUIREMENTS** |
| * Communicate the site-specific policies and procedures applicable to the job.
* Communicate access controlled areas and, if applicable, ensure badges or keys are assigned to non-employees.
* Review “Clemson University Tobacco-Free Campus” policy.
* Communicate that no pictures shall be taken within the facility without prior permission from the EIC representative.
* Designate work areas for non-employees and inform them of restricted areas.
	+ Designate contractor entrance door(s)
	+ Review sign-in / sign-out logbook requirements
	+ Designate restroom and breakroom facilities to be used by non-employees
	+ Designate appropriate parking areas
	+ Doors are not to be blocked or propped open for any reason
* Contractors must not block aisles, fire egress aisles, exits, entryways, firefighting equipment, alarm boxes, electrical switches, valves, etc. while performing job tasks.
* All incidents and near misses shall be reported to the EIC representative and established reporting procedures shall be followed.
* According to EIC safety policies, all employees and non-employees have the right stop work at any point an unsafe condition or hazards is observed.
* Periodic inspections and safety observations are to be anticipated for all work performed at the site.
* All non-employees shall ensure that the work area clean after job completion and any waste materials are removed.
* Provide the non-employee(s) with a signed copy of this completed document.
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| **EQUIPMENT REQUIREMENTS** |
| * Authorization is needed prior to using or operating any EIC equipment, including ladders, man-lifts, fork-lifts, tools, etc.
	+ All non-employees shall perform required equipment inspection prior to use.
	+ By signature of this checklist, non-employees acknowledge that they have appropriate training on the proper use of equipment.
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| **ELECTRICAL SAFETY** |
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| * All electrical work shall comply with OSHA qualifications, electrical shock and arc flash requirements.
	+ By signature of this document, non-employees acknowledge that they have appropriate training and qualifications.
* All electrical work requires an Electrical Safety Task Analysis (ESTA).
	+ The EIC representative is responsible for coordinating the completion of the ESTA with an EIC qualified electrical worker.
	+ The EIC qualified electrical worker shall provide non-employees with available information to perform the work safely (electrical schematics, breaker and motor control locations, etc.).
* Inform the EIC representative of any undocumented electrical hazards.
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| **LOCKOUT AND ENERGY CONTROL** |
| * All lockout and energy control procedures shall comply with OSHA 29 CFR 1910.147, including training of non-employees.
	+ By signature of this document, non-employees acknowledge that they have appropriate training and qualifications.
* All lockout procedures require the use of individual, personal locks.
	+ Locks and hasps can be provided by the EIC representative for non-employee use if necessary.
	+ All individual locks require an identification tag with contact information
* TAG-OUT procedures are not authorized for use at the EIC.
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| **HOT WORK**  |
| * A hot work permit is required when cutting, welding, etc. or otherwise generating an ignition source.
	+ Permits can be obtained from the EIC representative and are valid for only one shift
	+ The permit must be displayed within the work area
	+ A fire watch, trained in fire extinguisher use, may be required if combustibles cannot be controlled
	+ All permits shall be returned to the EIC representative upon completion
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| **HAZARD COMMUNICATION** |
| * All non-employees shall comply with OSHA 29 CFR 1910.1200.
	+ By signature of this document, non-employees acknowledge that they have appropriate training.
* Non-employees bringing any applicable materials onsite shall provide the EIC representative a copy of the SDS.
* All applicable products to be used shall be properly labeled in accordance with 29 CFR 1910.1200.
* Communicate to the non-employee the location of the SDS’s for materials onsite.
* All hazardous substances shall be disposed of in accordance with EPA guidelines and the responsibility of disposal is defined by the contractual or mutual agreement with the EIC representative and the Clemson University OES representative.
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