# Purpose

The purpose of this protocol is to outline the necessary actions and steps to assure successful safety communication between the EIC and visitors, non-employees, and contractors.

# Scope

This protocol covers all visitors, non-employees, and contractors that will be onsite and must be oriented to the safety protocols that are in place at the EIC. The periodic renewal of the Non-Employee Pre-Work Checklist and auditing of non-employees and contractors performing work are addressed within this scope.

## Reference Standard

Occupational Safety and Health Administration: 1910.5(a)(1)

# Responsibilities

Each EIC representative that brings a visitor, non-employee or contractor onsite is responsible for assuring that this procedure is followed.

**NOTE: Being continually escorted is not cause to forgo completion of the Orientation or Checklist**

# Procedure

## Orientation

At a minimum, all visitors and site tours shall be provided a basic orientation that includes:

* Sign in and out of the log book
* Emergency evacuation rally point
* Egress of the facility and orientation
* Location of the AED
* PPE requirements
* Basic barricade requirements
* Other specific safety and sensitive information requirements

Alternatively, the [WI-050-EIC Site Safety Orientation](https://clemson.sharepoint.com/teams/SafetySteeringCommitee/Shared%20Documents/Safety%20System%20Documents/Safety%20Policies%20and%20Programs/WI-050-EIC%20Site%20Safety%20Orientation.pptx) can be presented to provide this basic orientation.

## Site Tours

All site tours with more than five visitors are required to complete the Visitor Tour form: [F-062-EIC Visitor Tour](https://clemson.sharepoint.com/teams/SafetySteeringCommitee/Shared%20Documents/Safety%20System%20Documents/Safety%20Policies%20and%20Programs/F-062-EIC%20Visitor%20Tour.docx). The designated visiting group leader shall complete the Visitor Tour form to include the name and company/organization affiliation of each individual visitor. Visitor Tour forms shall be sent to the EIC Director.

## Non-Employee Workers and Contractors

All non-employees and contractors that will perform any work onsite shall have a designated EIC project manager responsible for completing the [F-061-EIC Non-Employee Pre-Work Checklist](https://clemson.sharepoint.com/teams/SafetySteeringCommitee/Shared%20Documents/Safety%20System%20Documents/Safety%20Policies%20and%20Programs/F-061-EIC%20Non-Employee%20Pre-Work%20Checklist.docx). The Non-Employee Pre-Work Checklist serves as a dialog with the contractor and EIC project manager the hazards of the job and safety training and protocols necessary to control hazards.

The checklist should be completed by the EIC project manager and non-employee worker or team. It is also acceptable to have the designated EIC project manager or their representative complete the form with the lead supervisor of the non-employee worker or contractor.

Review of the Non-Employee Pre-Work Checklist shall be completed by the EIC project manager prior to each job and will inform the contractors and non-employees of the safety hazards and controls in place.

A copy of the completed Non-Employee Pre-Work Checklist must be given to the lead contractor representative and the original document is to be retained by the EIC project manager with copy provided to the Lowcountry Safety Manager.

# Revision History

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| --- | --- | --- | --- | --- |
| **Revision** | **Date** | **Summary of change** | **Author** | **Approver** |
| A | 11/10/2020 | Initial issue | Kurt Rayburg  J. Curtiss Fox | Kurt Rayburg  Randy Collins  J. Curtiss Fox  Tom Salem  Jesse Leonard  Jim Tuten  Konstantin Bulgakov  Darrick Peters |
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