



Contractor Safety Agreement Form

This agreement must be reviewed and signed by all contractors / subcontractors prior to conducting work at Wake Forest University. The undersigned represents and warrants that they shall comply with all applicable Federal, State, and Local laws, regulations, and Wake Forest University (WFU) Environmental, Health, and Safety Policies and Procedures. Violation of these guidelines, rules, and compliance regulations may preclude contractor(s) from working at WFU.

Contractor Company Name

Company Representative Signature

Initial each category for acknowledge of the contractor safety guide requirements.

	I have received and reviewed WFU’s Contractor Safety Guide (CSG). Requirements within the CSG will be communicated to contract employees and adhered to.
	I understand my responsibilities as a contracted service provider and will adhere to the compliance requirements as identified in the CSG.
	Emergency Plans and First Aid have been discussed with the Project Manager and contracted employees.
	Hazard Communication requirements will be enforced. Contract employees will be informed of chemical products used and / or stored in their work area. I understand that WFU chemical inventory is available to contract employees as requested.
	All chemical waste will be collected, managed, and disposed of properly by contract employees. I understand that no chemical waste is permitted for discharge to storm drains or left unattended and unsecure. It is my responsibility to ensure compliance of all generated waste streams. Any costs associated with improper waste management and disposal will be the contractor’s responsibility.
	All nonhazardous waste that can be recycled / repurposed will be identified and managed as Project Manager directs.
	All bulk storage containers of petroleum and other chemical products in quantities of 50 gallons or more will have secondary containment while stored and used on WFU properties.
	Contract employees will be provided with proper PPE and trained on use.
	I understand my responsibility to plan and coordinate with WFU’s Project Manager and Fire and Life Safety Coordinator to ensure Fire and Life Safety requirements are implemented and practiced.
	All contract employees who will enter confined spaces will be trained for entry and a contractor provided rescue team, with appropriate rescue equipment, must be available on-site during entry.
	Only qualified electricians are permitted to work on electrical systems and equipment.
	Contract employees will practice LOTO on all energized systems as required by OSHA.



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	Machine guarding will not be tampered with and will be used as per manufacturer instruction.
	I understand Fall Protection requirements and will submit Fall Prevention Plan to Project Manager and Department of Environmental, Health and Safety if work will be conducted at elevated heights. I am responsible to enforce my Fall Prevention Plan.
	The generation of silica dust will be controlled by wet methods. In the event that wet cutting is not permissible, I will inform Project Manager of my plan to minimize exposure to contract employees and occupants in the area of work and methods of respiratory protection.
	I understand that offloading concrete wash must be conducted off campus; however, in the event that this is not practical, I will coordinate with Project Manager for alternatives.
	I will comply with all trenching and excavation requirements as enforced by OSHA.
	Use of gas cylinders will be in compliance with OSHA and NFPA standards.
	Welding, cutting, and brazing operations will be in compliance to OSHA and NFPA standards.
	Ladder safety requirements will be enforced.
	Vehicle safety and safety of pedestrian traffic on campus will be enforced with all contract employees. In the event of vehicle incident, reporting will be made immediately to Project Manager.
	Heavy equipment operators will be trained and deemed competent through their training provider. Copies of operators training documentation will be available at the jobsite.
	I understand the regulatory requirements for asbestos and lead determination and abatement. It is my responsibility to inform WFU's Project Manager or be informed by Project Manager of WFU's management plans and procedures for any work activity that may disturb asbestos or lead containing materials while conducting work operations.
	Mold abatement will be in accordance to the guidelines established by EPA and the Wake Forest University Mold Management Plan.
	All pesticide applications will be in compliance Federal and State FIFRA and OSHA regulations.
	All arborist operations will be reviewed and approved by WFU's Project Manager and University's Arborist Office prior to work being conducted.
	All protective measures will be practiced to ensure nothing is discharged into the storm water system while work is being conducted on campus; including, but not limited to dirt, silt, sand, waste waters, concrete.
	I have reviewed WFU's Severe Weather Guidelines and will inform contract employees of the recommended steps in the event of severe weather.
	I understand my responsibility with housekeeping during my work at WFU. I will ensure that housekeeping is maintained for safety not only for contract employees but for other occupants such as pedestrians in and around the work site and staging areas.
	I understand the risk to others while work is being conducted. I will establish and enforce safe working distances at the jobsite.
	I understand and will comply with any additional requests from the Project Manager and The Department of EHS in a prompt manner.



Project Title: _____

Area where work will be conducted:

Project Dates of Duration: _____

Brief Description of Contract Work:

Contractor Contact Information:

Phone Number _____ Email Address _____

Project Manager Signature: _____

Date Received in EHS: _____

This agreement must be submitted to Project Manager for file retention. A copy must be sent to EHS by Project Manager for review prior to work beginning.