



# **Corporate SHE Department**

## **SHE Manual – Tier 1**

### *7.1.2 Guidelines for Contractor Safety, Health, and Environmental*

**Effective Date: 12/11/1999**

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## **A. Scope and Application**

These contractor safety guidelines apply to all operations of Vulcan Materials Company or its affiliated companies (collectively, the “Company”) where independent contractors (“Contractors”) are used. As used in these guidelines, a Contractor is a person or firm providing the following services to a facility: mining operations, mine development, stripping, drilling, blasting, mineral extraction, milling, crushing, screening, hauling, excavating, plant construction, erection of plant structures, demolition or dismantling work, work at elevations, confined space work, removal of underground fuel tanks, welding or cutting work, electrical work, cranes and rigging, maintenance and repair of mobile equipment or machinery, painting and sandblasting other services presenting significant safety or health hazards, and environmental assessment, investigation and remediation work. Refer to [Outside Service Risk Exposure Tiers and Guidelines for Administering Insurance and Indemnification](#) for Tier I, II, & III contractors.

The Contractor’s commitment to the safety and health of its workers and the Company’s employees, as well as the environment, is a requirement for doing business with the Company. Each Division should use these guidelines to evaluate a Contractor’s commitment to safety, health and the environment. While these guidelines provide a summary of the information which is useful in such an evaluation, the Division may award a job to a Contractor which cannot provide all of the particular types of safety performance information called for by these guidelines, provided that the Division safety manager and the area operations manager and or legal concur with the selection of such a Contractor and provided that the Contractor at a minimum can: demonstrate how significant safety or health hazards will be addressed, provide evidence of required safety training and an MSHA Identification Number (if required) and comply substantially with the provisions of this policy. In addition to using these guidelines to assist in selecting Contractors, each Division should use these guidelines to assist in evaluating the safety performance of a Contractor.

In addition, and notwithstanding the specific requirements of these guidelines, a Division President also may make exceptions with respect to the selection of a particular Contractor or for Contractors at a particular facility if it is determined that the exception will not thereby jeopardize the safety and health of the Contractor’s or the Company’s employees. These exceptions shall be made in writing and copies shall be provided to the Company’s Legal Department.

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## B. Responsibilities

### Contractor:

**Safety Evaluation/Bid Package:** Contractors should provide the following specific information:

1. **Safety and Environmental Plans:** If requested by Vulcan, a written safety or environmental plan or Injury Illness Prevention Plan (I2P2) must be provided. Contractors should demonstrate that plans addressing specific safety, health and environmental hazards associated with work activities will be in place and that steps will be taken to manage and control risks associated with the hazards. Contractors should specifically identify the individual(s) expected to perform workplace or equipment inspections required by MSHA or OSHA.
2. **Safety Performance:** New Tier 1 contractors should complete and submit Vulcan's [Contractor SHE Pre-Qualification Questionnaire](#). The Contractor Pre-Qualification Questionnaire will be reviewed by Division Procurement, Operations Management and designated Vulcan Safety Representative for approval for use of Contractor on Vulcan sites.
3. **MSHA Identification Number:** Each Tier 1 Contractor should obtain an MSHA identification number before performing work at Company mine sites (*if required*).<sup>1</sup> Contractors will report such MSHA identification numbers to the Company.

**MSHA Identification of Independent Contractors:** An independent contractor performing work at mine sites, or with contracts to perform at a mine(s) any of the nine types of services or construction listed below, are required by MSHA to have identification number:

1. Mine development, including shaft and slope sinking;
2. Construction or reconstruction of mine facilities; including building or rebuilding preparation plants and mining equipment, and building additions to existing facilities;
3. Demolition of mine facilities;
4. Construction of dams;
5. Excavation or earthmoving activities involving mobile equipment;
6. Equipment installation, such as crushers and mills;

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<sup>1</sup> MSHA does not require independent contractors to have identification numbers as a precondition to bidding for work contracts on mine property. If an independent contractor becomes a successful bidder and if the contract to be performed covers any of the nine types of service or construction listed above, the contractor must then obtain an identification number.

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7. Equipment service or repair of equipment on mine property for a period exceeding five consecutive days at a particular mine.
  8. Material handling within mine property; including haulage of coal, ore, refuse, unless for the sole purpose of direct removal from or delivery to mine property; and
  9. Drilling and blasting.
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4. **Indemnification agreement:** The Company will require every Contractor to sign an indemnification agreement in the form specified by [SPI CODE OPS-4](#), unless a different form is approved by the Company's Legal Department.
  5. **Insurance certificates:** Each Contractor will be required to provide proof that they meet the insurance coverage in [SPI CODE OPS-4](#).
  6. **First Aid and Emergency Preparedness:** Each Contractor should have an emergency plan.
    - Contractors with more than one employee working at company sites will have a trained and qualified first aid responder. First aid certification must be acceptable to MSHA and OSHA, as applicable.
    - Contractors will have a first aid kit to treat minor injuries and life threatening emergencies.
    - Contractors that store petroleum products on site must have a spill response plan and an emergency response vendor.
  7. **Division/plant safety rules for contractors:** Division and plant specific safety requirements will be provided to Contractor ([VMC-4626](#)). Each Contractor will require all of its employees and subcontractors to comply with such requirements.
  8. Contractors shall not use Vulcan equipment unless prior authorization is given by a Vulcan Vice President or General Manager.

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**Company (VMC):**

**Pre-job Contractor Meetings:** For all projects involving Tier 1 Contractors, multiple contractors or significant hazards, a pre-job meeting shall be held (Utilizing the [Contractor Pre-Job Meeting Checklist](#)), and documentation of the meeting should be kept at the job site. The meeting should have all interested parties involved (the Company, Contractors and their subcontractors, if appropriate) and should be held as near to the job site and start date of work as practicable. The purpose of the meeting is to review the requirements of these guidelines and specifically to:

1. Confirm the Contractor's MSHA identification number (*if required*).
2. Verify that required MSHA or OSHA and environmental training has been completed.
3. Review and discuss any hazards that are associated with the site or operation and rules specific to the site (i.e., including but not limited to, hazard training that addresses special safety requirements, blasting procedures, traffic patterns, hazards at stockpiles, moving equipment, rights of way, fire alarms, confined spaces, lockout procedures, emergency procedures, check in and check out procedures, parking areas, off limit areas and environmental requirements).
4. Confirm that Contractors are aware of 30 CFR Parts 1 – 199 (MSHA regulations) and 29 CFR Part 1926 (OSHA construction standard if construction work is involved). Contractors must also be aware of the federal, state and local environmental requirements.
5. Confirm that if specific construction hazards at a mine site are not covered by MSHA regulations, Contractors will comply with applicable OSHA standards.
6. Review special hazards related to the project and verify that Contractors have plans and properly equipped and trained personnel to address the risks.
7. Identify locations and situations in which the Contractor's employees and Company employees may perform work in close proximity to one another. Communication must take place between work groups to ensure hazards are identified and controlled.
8. Make available upon request the SDS's of Vulcan Produced Products or by-products (i.e. topsoil, recycled concrete, etc). Document that this hazard warning information has been communicated to the contractor must be obtained and documented during the pre-job meeting.

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**Contractor and Company Representatives:**

1. Each contractor will designate a representative to act as the primary contact with the Company. The designated “Contractor Representative” will:
  - Coordinate and enforce safety, health and environmental requirements with Contractor employees and insure that all Contractor work is done in a safe manner.
  - Have authority to correct any hazards and violations that arise during the work.
  - Notify the Vulcan Representative or designee of potential hazards to which the Company employees may be exposed.
2. A Facility manager or designee will be designated as “Vulcan Representative.” The Company representative will:
  - Monitor Contractor safety and environmental compliance.
  - Notify Contractor Representatives if safety, health and/or environmental hazards or violations are identified by the Company.
  - Perform workplace inspections only as necessary to protect the Company’s employees from hazards identified by the Contractor Representative for locations and situations in which Company’s employees and Contractor’s employees may perform work in close proximity to one another. The Contractor shall remain primarily responsible for all workplace inspections for its workplaces, pursuant to applicable regulations.

**C. Procedures and Requirements**

**Procedure for resolving safety, health and environmental issues:**

1. Any hazards or violations recognized by the Company will be reported immediately to the Contractor Representative, who will immediately take corrective action.
2. If an imminent danger is identified, it will be addressed by removing exposed persons from the danger, and then having the Contractor Representative take appropriate corrective action.

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**Accident Reporting:** The Company will require Contractors to report all accidents as follows:

1. Accidents will be reported to the Vulcan Representative or designee as soon as possible.
2. Although the Company may initiate its own investigation of an accident if circumstances warrant (especially if it is necessary to verify corrective action by the Contractor), each Contractor is responsible for investigating its accidents and taking corrective action, and providing a copy of the investigation to the Vulcan Representative.
3. Contractor injuries and accidents, as defined by [30 CFR Part 50](#), which occur at mine sites, will be timely reported to MSHA on Form 7000-1 by the Contractor. A copy of Form 7000-1 will be provided to the Company.
4. Contractor injuries and accidents, as defined by OSHA 29 CFR 1904, which occur at a Vulcan OSHA facility, will be recorded and reported accordingly. The contractor will provide the Company copies of reports.

**Environmental Incident Reporting:** The Company will require Contractors to report all environmental incidents as follows:

1. Environmental incidents will be reported to the Vulcan Representative or designee immediately.
2. Although the Company may initiate its own investigation of an environmental incident if circumstances warrant (especially if it is necessary to verify corrective action by the Contractor), each Contractor is responsible for investigating its incidents and taking corrective action and providing the Company with a copy of the investigation.
3. Incidents which are reportable, as defined by federal, state and/or local environmental regulations, will be reported to the appropriate environmental agency within the required time limit. Contractor will notify the Vulcan Representative of any agency contact.
4. The Contractor will provide the Company with documentation of incident notification and completed corrective actions.

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## **D. Training**

**Safety Training:** The Company will have responsibility for insuring that site specific hazard awareness training is provided to all employees of Contractors who are required to receive such training, according to [30 CFR § 46.11](#). Designated contractors who are familiar with site specific hazards may provide site specific hazard training to their employees. Contractors will have responsibility for insuring that all other required MSHA or OSHA and environmental training has been provided to their employees and subcontract workers by qualified trainers. Documentation must be presented upon request.

## **E. Audit**

This practice will be audited by the Company as needed to determine effectiveness and compliance.

## **F. Record Keeping**

Copies of the following Company documents must be kept on file:

1. Completed Contractor Pre-Qualification Questionnaire
2. Signature page of VMC-4626
3. Contractor Pre-Job Meeting Checklist
4. Indemnification / COIs
5. Associated Contractor Accident Reports / MSHA 7000-01s / OSHA 301s

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