



CONTRACTOR SAFETY PROGRAM

EFFECTIVE DATE: 1/27/2023

Communication among Habitat for Humanity contractors and subcontractors must identify safety hazards and prevention practices that each brings to the worksite. Therefore, we have implemented the following contractor safety program for our facilities and worksite(s) so that on-the-job injuries are minimized, and work practices are standardized.

A written contractor safety program establishes guidelines to be followed for contractors working for our company.

The program objectives include:

1. Providing a safe working environment.
2. Ensure that contractor employees are trained to protect themselves from potential and existing hazards.

This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees.

This document is provided to ensure our safety policies and procedures are communicated to all participating contractors. It also provides an avenue for contractors to communicate their safety plans, policies, and procedures to the company. This program aims to prevent personal injuries and illnesses.

ADMINISTRATIVE DUTIES

A copy of the plan (safety manual) will be reviewed by the contractor and contractor employees. This program can be view online at; Foxcitieshabitat.org. At the HFH Home Page under search enter; Contractor Safety Program. The Safety Manager, Howie Fuerst, (920-574-4183), can be contacted with any questions.

We encourage all suggestions because we are committed to the success of our Contractor Safety Program. We strive for clear communication, understanding, and implementation to achieve a safe workplace.

GREATER FOX CITIES AREA HABITAT for HUMANITY's OBJECTIVES

We have specific safety objectives when hiring contractors to come into our facilities or onto the worksite(s) to perform work. Our objective when hiring contractors include the following listed steps:

1. Take steps to protect contract workers who perform work on or near a potentially hazardous process.
2. Obtain and evaluate information regarding the contract employer's safety performance and programs.
3. Inform the contractor of known potential hazards related to the contractor's work and our work processes.
5. Communicate that the contractor(s) are required to develop and implement safe work practices and procedures to control contract employee entry into hazardous work areas.
6. Communicate that the contractor(s) are required to comply with OSHA regulations and requirements.
7. Periodically evaluate the contract employer's fulfillment of his or her responsibilities under this policy.
9. Communicate that the contractor(s) are required to conduct a daily safety meeting for all contractor employees working at our facility or worksite.
10. The contractor is required to provide Safety Data Sheets (SDS formally known as Material Safety Data Sheets or MSDS) for hazardous chemicals or materials brought into the facility or worksite by the contractor or subcontractor used to complete work assignments.

CONTRACTOR RESPONSIBILITIES

Contract employees must perform their work safely. Contractor responsibilities when accepting contracts with this company include the following listed steps.

The contract employer will:

1. Have all contract employees wear ANSI Z87+ safety glasses or ANSI Z87+ prescription safety glasses (with side shields) at all times while on our worksites.
2. Comply with OSHA regulations and requirements.
3. Assure that the contract employee is trained in the work practices necessary to safely perform his or her job.
2. Instruct the contract employee in the potential hazards related to his or her job and the process.
3. Inform contract employees of and then enforce safety rules of the facility and/or worksite.
4. Require that all subcontractors, the contractor hires, abide by the same rules to which the

contractor is bound by this section.

5. Abide by the smoking rules. Smoking and other tobacco related products are not allowed on any of Greater Fox Cities Area Habitat for Humanity's worksites or on any property that is owned, rented or leased by Greater Fox Cities Area Habitat for Humanity.
6. The contractor must be willing and able to provide current certificates of insurance for workers' compensation and general liability coverage applicable to the scope of work.
7. Each contractor must be responsible for ensuring that its employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by our company.
8. Ways we may use to determine past compliance with such safety regulations include:
 - Requesting copies of any federal or state safety regulator's citations for violations occurring within the last three years, to determine the frequency and type of safety laws violated.
 - Having all bidders on jobs describe in detail and in writing any safety programs in place applicable to the proposed scope of work.
9. Hold Greater Fox Cities Area Habitat for Humanity harmless for any violation or penalties the contractor or contractor employees incurs while on our worksite. This includes any violations or penalties relating to OSHA, EPA or DHS.

CONTRACTOR RESPONSIBILITIES AS IT PERTAINS TO POTENTIAL LEAD BASED PAINT HAZARDS

Precautions should be taken during any remodeling or repair projects when Lead Based Paint is suspected to be present and when the remodeling or repairs may disturb these components. Improper work practices that do not control lead dust and debris may create a lead hazard and expose the workers at the property to lead dust. The use of a Wisconsin Certified Lead Company is required for work that will disturb coated surfaces (greater than 6 square feet) that have not been proven to be lead free.

All contractors performing LBP (Lead Based Paint) work must be certified for the work they are doing. Contractors will provide proper certification for all workers. Contractors agree to follow procedures required by OSHA, DHS (Department of Health and Safety), and other governmental agencies for doing this type of work. Contractors are to keep required records and insurances and provide copies to Habitat for Humanity.

Contractor agent

Date

Company Name

Greater Fox Cities Area Habitat for Humanity's agent

Date