

Clarksville-Montgomery County School System Contractor Safety Program

1.0 **SUMMARY**

The Contractor Safety Program is designed to meet environmental, health and safety requirements to protect Clarksville-Montgomery County School System (CMCSS) and contractor employees, facilities and equipment from injury, accident or loss. Contractors are defined as non-CMCSS employees or businesses that are retained by CMCSS to provide specific labor or services.

Examples of Contractor Employers are:

- Construction Companies
- Utility Service or Repair Companies
- Transportation and Shipping Services

Contractor compliance is a condition of doing business with CMCSS. Specific compliance is required in the following:

- Local, State and Federal Regulations
- Fire and Building Codes
- Applicable Liability and Workers Compensation Insurance Requirements

2.0 **PURPOSE**

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3.0 **CMCSS RESPONSIBILITIES**

- Ensure contracts for bids contain appropriate information concerning the Contractor Safety Program, including all requirements.
- Provide access to Safety Data Sheets upon request of contractors.
- Ensure that shared areas in which CMCSS employees are working are maintained safe and free of hazards.
- Provide a copy of the Contractor Safety Program to the contractor at the time the bids are submitted.

4.0 HAZARDOUS CHEMICAL/SUBSTANCE NOTIFICATION

Contractors must follow the OSHA Hazard Communication Standard requirements including safe handling and storage of chemicals. Contractors are required to inform the Safety and Health Department and the appropriate CMCSS supervisor of all hazardous substances which may be brought on to CMCSS property, including the most current Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported to CMCSS Facilities Department.

5.0 CONFINED SPACE ENTRY

Contractor employees are required to adhere to OSHA standards when working with or entering confined spaces.

6.0 WORK AT ELEVATED LOCATIONS

All contractor employees when working at elevated locations shall use required fall protection equipment per OSHA standards.

7.0 OTHER POLICIES AND PROCEDURES

All contractor employees shall adhere to all CMCSS Policies, including but not limited to: access to all facilities, equipment, and use of controlled substances, firearm and explosive restrictions, harassment of other persons, traffic and parking regulations.

Contractor Environmental Health and Safety Checklist:

- Safety glasses and shoes required at all times.
- Fall Protection is required when working at elevations over 6 feet. (ref. RSK-PRO13 Fall Prevention/Protection Program)
- Contractors or their representatives for any reason may not use CMCSS equipment/vehicles.
- CMCSS Representatives must be informed of any hazardous chemicals brought on-site by the contractor. The contractor is responsible for providing SDS's for such chemicals to the Safety and Health Department.
- Any hot work done by the contractor must be performed under a hot work program. (ref. RSK-PRO15 Fire Prevention Safety Program)
- Gas powered equipment may not be used inside any CMCSS facilities unless adequate ventilation can be assured for that area during the period of use. In general, the HVAC system is not considered adequate ventilation.
- If material used will cause exposure hazards to CMCSS employees, steps must be taken to eliminate the exposure or protect employees from affects of the exposure. Typical measures would be ventilation, evacuation of personnel from the area during the period of exposure risk, perform work during off hours, or provide PPE if possible.
- Contractor shall not dump or otherwise dispose of any materials or chemicals into CMCSS storm water drains, sinks, or trash receptacles that would constitute a violation of federal Hazardous Waste Regulations.

- The contractor must remove any remaining materials that were brought on site by the contractor upon completion of the job. CMCSS will not be responsible for disposal of any hazardous or non-hazardous materials.
- Contractors or their representatives are prohibited from using tobacco products in or on any district owned building and/or property, to include, administrative offices, school campuses, athletic facilities, operations/service complexes, as well as all school district owned vehicles.

Contractors and/or representatives, if injured while performing labor or services on CMCSS, will report such injuries according to their employers work-related injury policies. Contractors and/or representatives are not eligible to receive OJI benefits, according to the CMCSS OJI Program. (ref. [OJI-PRO1](#))

Associated Documents: RSK-PRO13 Fall Prevention/Protection
RSK-PRO15 Fire Prevention Safety
[OJI-PRO1](#) OJI Program