

**SAFETY GUIDELINE**

**ORANGE AND ROCKLAND**

**CONTRACTOR RULES**

**ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENTS**

**SG 1040.5**

**Replaces SG 1040.4**

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**APPROVAL:** \_\_\_\_\_



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**Manager of Health and Safety**

**DATE:** September 1, 2008

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**2.0 INTRODUCTION**

Orange and Rockland Utilities (O&R) frequently uses outside contractors and/or subcontractors to perform work at its facilities. There are times when these contractors perform work, which can impact O&R employees and properties as well as the general public. During these times, O&R insists that certain safe and environmentally compliant practices be followed in addition to the ones the contractor is required by law or contractual obligation to follow. This Contractor Guideline outlines these minimum safety and environmental requirements and is intended for use by all Company personnel who control or supervise contractors/subcontractors. The Guideline is intended to supplement rather than replace applicable Federal, State or local regulations.

This Guideline also defines the function and responsibilities of the O&R Contractor Representative (Coordinator)\* with regard to safety, health and environmental issues. The O&R Contract Representative (Coordinator) is the Company identified intermediary between the contractor and the O&R site management. All contact with a contractor must be through this individual. Except in imminent danger situations, corrections of safety and/or environmental infractions will occur through this individual.

This Guideline applies to all situations where the contractor is actively performing work for O&R. Failure to comply with this Guideline can result in immediate removal of a contractor from the job site.

**\*In some situations the term “Coordinator” would apply to contractor i.e. National Field Services employees. When so stipulated these contractors will have the same responsibility and authority of an O&R coordinator.**

**3.0 CONTRACTOR/SUBCONTRACTOR REQUIRED SAFETY AND ENVIRONMENTAL PRACTICES**

Prior to a Contractor being considered by Purchasing for solicitation of bids, CECONY EH&S must prescreen and accept all potential contractors general EH&S policies and procedures. Each O&R Purchase Order has a section, which requires compliance with various safety/environmental rules and regulations. Specifically, excerpts from Article 8 of the Terms and Conditions Purchase Order states that:

By accepting this order, Seller represents, warrants and agrees that it will at all times in the performance of this order comply with all Federal, State and local laws, rules, and regulations including but not limited to any provisions with respect to labor relations, minimum wages and hours or other matters relating to employment and with respect to occupational safety and health.

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Without limiting the foregoing, Seller represents, warrants and agrees that: . . . (ii) It will comply with the Occupational Safety and Health

Act of 1970 (“OSHA”), New York State Labor laws, Section 200, 240, 241, and 241A, and the regulations and standards issued there under, and all items furnished under this order shall comply with all applicable provisions of

OSHA and the regulations and standards issued there under. Seller shall require these warranties of adherence to OSHA from each subcontractor and supplier it employs in the performance of this order.

In addition to the general safety requirements set forth in the purchase order, the Company’s General Terms and Conditions attached to a Request for Proposal, and specific technical specifications, detail procedures and measures to protect the environment.

Prior to the commencement of work the O&R project coordinator shall inform the contractor of its obligation to take all necessary precautions to insure the safety of all persons and protection of the environment and property at, on or about the worksite. Furthermore, the contractor shall erect and maintain all necessary and advisable safeguards required by the conditions and progress of the work, and implement all safety and environmental requirements associated with the technical specifications.

**4.0 CONTRACTOR PERSONNEL TO SUPPLEMENT O&R WORKFORCE**

Contractors hired essentially to supplement O&R’s existing workforce, and who would be working under O&R supervision, are subject to the same safety and environmental rules and regulation as O&R employees. O&R supervisors shall inform these contractors of the safety and environmental requirements and shall provide them with a copy of all appropriate rules, procedures and policies.

**5.0 CONTRACTORS WORKING IN CONJUNCTION WITH O&R PERSONNEL ON SAME JOB**

Contractors working in conjunction with O&R personnel, shall follow all O&R safety and environmental rules (in addition to the safety and environmental practices already stated herein) so that continuity of safety and environmental protection is maintained within the scope of the job being performed.

**6.0 CONTRACTORS HANDOUT**

This Guideline is to serve as a handout to contractors retained by O&R. The O&R Contractor Representative (Coordinator) responsible for the contractor, shall become familiar with this material for all appropriate action and enforcement.

**7.0 GUIDANCE**

The Safety and/or Environmental Service Departments will provide interpretation and guidance on the content of this Guideline.

**8.0 RULES AND REGULATIONS - GENERAL**

Contractor shall comply with all applicable laws, ordinances, rules and regulations, including without limitation compliance with all regulations and training requirements applicable to safety, health and the environment. Contractor shall give required notices, shall procure and pay for all necessary municipal and governmental permits (unless provided by the Company), licenses and inspections.

**9.0 SAFETY AND ENVIRONMENTAL RULES AND REGULATIONS FOR CONTRACTORS**

It shall be the responsibility of the contractor, or their designated representative, to inform its employees and all of its subcontractors of all applicable safety and environmental rules and regulations and to enforce same.

O&R reserves the right to have removed from a site any contractor whose personnel do not comply with safety and environmental rules and regulations.

**10.0 PERSONAL PROTECTIVE EQUIPMENT - GENERAL**

The contractor is responsible for supplying personal protective equipment to its employees and to ascertain that its personnel wear any protective equipment that is required by federal, state and local laws, and Company rules and regulations. It is Company policy that protective equipment SHALL NOT be loaned to contractor personnel.

The contractor and its representatives are responsible for complying with all posted warning signs relating to personal protective equipment, on or at any O&R facilities.

**All contractors working in proximity to voltages above 50kv are required to wear non- synthetic clothing. Clothing must not have any screening and be of a natural fiber. Contractors working on or in proximity to energized sources in locations such as Office facilities, warehouses, garages, shed etc. Will comply with the apparel requirements of NFPA 70E. In other locations such as substations contractors will be required to comply with O&R's clothing program.**

**11.0 ORANGE AND ROCKLAND CLEARANCES AND/OR WORK PERMITS**

When a contractor requires transmission and / or distribution line clearances and/or permits for work at or on O&R facilities, these clearances and permits shall be obtained and coordinated through the assigned O&R Contractor Representative (Coordinator).

No person or equipment or any other conductive object can be operated or brought closer to energized lines or exposed live parts as set forth in the appropriate OSHA standard for the work being performed.

**12.0 ASBESTOS REMOVAL / DISPOSAL**

Any asbestos removal and/or renovation shall be in conformance with all NYS Rule 56 and OSHA regulations and any other federal, state and/or local requirements. The contractor must provide copies of all appropriate licenses/permits and certifications prior to commencing work.

Contractors involved in the removal & handling of coal tar wrapped pipe must comply with O&R's Gas Operations procedure 103-1

***Before*** removal/renovation is performed the contractor shall notify the assigned O&R Contractor Representative (Coordinator) who will notify the O&R Environmental and Safety Departments so that proper notifications, procedures and disposal arrangements can be verified and approved. No work involving asbestos may be initiated without the review and approval of the Safety and Environmental Services Departments.

Copies of air monitoring and bulk sampling shall be supplied to the Safety Department by the contractor via the designated O&R Contractor Representative (Coordinator) upon receipt of same from the test laboratory. Copies of waste and or Asbestos disposal manifest and or shipping papers shall be provided to Environmental Services.

**13.0 WASTE DISPOSAL**

All waste materials on-site shall be properly protected and labeled and contained to prevent contamination to soils and/or surfaces or ground water. The Contractor shall dispose of all hazardous and non-hazardous waste in accordance with applicable Federal, State and local laws and regulations. Prior to disposal, Contractor shall provide the Company with waste handling procedures and names of all disposal facilities for verification and approval. Copies of waste disposal manifest and or shipping papers shall be provided to Environmental Services.

**14.0 CHEMICAL AND/OR OIL SPILLS**

No substance or material shall be discharged to any stream, river, lake or other body of water which may pollute the water or constitute substances or materials which may be or become harmful to fish or wildlife.

In the event of any spill or leak, site personnel will locate source of spillage and stop flow if it can be done safely, and if properly trained, begin confinement and containment. Any chemical and/or oil spills shall be reported and cleaned immediately in conformance with all applicable Federal, State, O&R and local requirements. When a spill occurs, the assigned O&R Contractor Representative (Coordinator) shall be notified immediately, who will in turn notify the O&R Environmental Services and Safety Departments so that proper notifications and procedures can be instituted.

**15.0 CONTRACTOR ACCIDENTS**

When contractor personnel have an accident, which involves: the public, results in an injury, electrical contact at O&R's facilities, any significant gas related accident or affects the environment, the assigned O&R Contractor Representative (Coordinator) must be notified immediately. This person in turn, will notify the Safety, Risk Management and Environmental Services Departments, as appropriate, for the incident. Incidents that did not cause injury or property damage, but easily could have, are to be reported as well. Written notification shall occur within 24 hours of the incident.

The contractor shall be provided with a list of emergency phone numbers to be used for the specific work area by the O&R Contractor Representative (Coordinator).

Contractors who are working in the capacity of operations, maintenance or emergency response functions on Orange and Rockland Utilities, Inc. gas systems, are mandated under DOT regulations to have in place, anti-drug and alcohol misuse prevention programs in compliance to 49CFR 199 RSPA and 49CFR 382 FHWA. Part of this regulation requires that personnel be drug and alcohol tested on a post accident basis, provided that the incident resulted in the death, hospitalization, or property damage in excess of \$50,000.00, or was considered a "significant" event by the operator (O&R). Drug tests must be performed within thirty-two (32) hours of the incident and alcohol tests need to be conducted within two (2) hours of the incident. All gas contractors are reminded that they are directly responsible for implementing post accident testing according to these regulations and that their performance in such circumstances will be monitored for compliance by O&R. Additionally, all contractors who have employees who are required to have a commercial drivers license and who are covered by the Department of Transportation Federal Highway Administration 49CFR 382 shall also maintain a drug and alcohol program in compliance to this standard. The Contractor's

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written program, in compliance to these DOT standards, will be reviewed and approved prior to working for O&R.

**16.0 ACCESS TO ORANGE AND ROCKLAND COMPANY BUILDINGS**

Neither the contractors nor any of their representatives shall have access to any O&R buildings or operation areas located on the property, except as necessary and authorized for properly fulfilling the conditions of the contract. In no case shall the contractor permit its work, equipment or materials to interfere with existing equipment and/or operations.

**17.0 REGULATORY INSPECTIONS**

If any OSHA Compliance Officer, NYSDEC Law Enforcement Officer, or regulatory (EPA, NJDEP, NYSDEC, Local Health Department) staff comes on site for an investigation and/or inspection, the O&R Contractor Representative (Coordinator) must be notified immediately. The O&R Contractor Representative (Coordinator) will notify the Safety or Environmental Services Department as appropriate

**18.0 ENVIRONMENTAL/HEALTH & SAFETY PLANS Approval Process (eHASP)**

**18.1 Contract projects requiring Pre-approved General Environmental /Health and Safety Plans (eHASP)**

Effective January 1, 2006, eHASP's shall be required for all referenced (see ref. list) contracts and projects prior to including contractor on the bidders list. The eHASP shall be submitted in writing to EH&S for review and approval at the earliest possible date but no later than 30days prior to assignment to the bidders list.

**Contractors whose names currently exist on the bidders list will submit General eHASP when bidding on any project after January 1, 2006.**

**General eHASP plans that have been reviewed and approved by CECONY will be acceptable to O&R as meeting the requirements of 18.1**

The written program must outline basic contractor management and employee responsibilities, alcohol and drug program if applicable, safety procedures, accident investigation, inspection, emergency response, training and control of special procedures (i.e. confined space, lockout/tagout, line-breaking, open flame, spill or material release, dust control, surface and ground water control, decontamination and sampling).

The training portion must clearly demonstrate that the contractor has provided adequate training to all contractor employees regarding any and all chemicals with which they may come in contact while at this job site. Documentation of the training will be provided to the O&R Contract Representative (Coordinator) prior to acceptance of the eHASP.

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After approval of the submitted General eHASP, the contractor will be added to the approved contractor bid list for the specific type work. It is understood that very small

contractors that are self-employed may not have comprehensive plans as outlined above. However these contractors shall comply with the site-specific plan requirements indicated in section 18.2.

Mutual Aid Responders will be exempt from all eHASP obligations as defined in this guideline. The requirement to ensure that mutual aid responders are “qualified” as defined by the appropriate regulation will be the obligation of the respective organization. The term mutual aid responder as applied in this guideline defines workers of other utilities and contractors whose business model is similar to O&R’s.

- Gas work requiring coverage by DOT RSPA Alcohol & Drug Testing. \*
- Asbestos abatement.
- Lead abatement.
- Mold Abatement
- Hazardous material spill response, cleanup, handling / transporting and disposal\*
- Blood born pathogens cleanup and waste disposal.
- Roofing and roof repair.
- Environmental remediation projects i.e. MGP
- Painting (major projects)
- Confined space entry.
- Excavation / trenching / shoring. \*
- Cleaning service/janitorial contractors. \*
- Tele-communications contractors.
- Substation / Distribution / Transmission / Construction / Maint contractors. \*
- Facility construction/renovations/Maintenance
- Fork lift and crane operations.
- Sand / media blasting.
- Major blacktopping operations.
- HVAC repair and Maint. \*
- Line Clearance / Line Maint. \*
- For projects not listed contact EH&S for guidance

\*Denotes work, which only requires a general eHASP unless the nature of work changes significantly.

**18.2 Site Specific Environmental Health and Safety Plans (Site specific eHASP)**

For certain projects, a site-specific eHASP will be required. The differentiation between a General and Site-specific eHASP is that site-specific eHASP focuses on a specific project of a limited duration. A General eHASP is typically used for on going or routine work of a similar nature such as janitorial services, scheduled HVAC maint etc. A site-specific



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eHASP is required when work expands or is different from tasks outlined in the Contractor's General eHASP

Upon award of the contract for a specific project, a written site-specific eHASP will be submitted to EH&S representatives for review and approval. The eHASP should be submitted at the earliest possible date but **MUST BE SUBMITTED A MINIMUM OF 30 DAYS** prior to the expected start date of the project. **Upon submittal of the eHASP the responsible EH&S personnel will work with the project coordinator to address any concerns and approve or deny authorization within two weeks from the date of submittal. Responsibility for procuring the site-specific eHASP and forwarding a copy** to EH&S will lie with the O&R contractor coordinator for the project. O&R project coordinators can access General and job/site-specific eHASP forms on line. In some instances a pre-job meeting may be required to address specific concerns on the part of EH&S and/or to address any contractor questions. The O&R project coordinator will be responsible for coordinating these efforts to streamline the eHASP approval process.

Site-specific eHASP's require that the contractor designate an on site contractor EH&S representative.

The approved eHASP will require a sign off by the designated contractor EH&S representative, O&R EH&S representatives and the O&R project coordinator. **Any changes to an approved eHASP must first be reviewed and approved by all signatories prior to implementation**

Upon approval of the eHASP, and prior to the commencement of work, the O&R contractor coordinator will be responsible for completing the Contractor Guidelines Checklist (see attachment 1) with the contractor's EH&S Representative. All sections of the checklist must be reviewed and filled in. The sections of Attachment 1 that do not apply to the site or job shall be marked N/A for not applicable.

Prior to the commencing work, the contractor will obtain from the O&R project coordinator, all pertinent job and site information such as on site chemicals, hazards and any other relevant information that the contractor should be aware of. **The contractor must inform O&R of, and acquire prior approval for all chemicals that the contractor intends** to store and/or utilize on the job site. Request for chemical approval must be submitted in advance utilizing appendix forms A&B of O&R's chemical review procedure, which can be found online. **This approval request must be submitted a minimum of 30 days in advance of the start of any work.** Under no circumstances will any chemical be brought on site prior to receiving written approval. Details on the usage of these chemicals along with all applicable MSDS must be included in the site-specific eHASP.

On any multi-employer/contractor worksite, all persons shall be made aware of the nature of one another's work and the potential hazards existing or generated from each.

**18.3 Emergency Work eHASP Approval**

**EMERGENCY WORK is defined as work that requires immediate 24 Hr. uninterrupted activity or is directed/required by a regulatory agency.**

In situations that require the awarding of a contract on an expedited basis and therefore do not permit the required one-month advanced submittal for eHASP review and approval the following will apply. The requesting department will submit the eHASP at the earliest possible date. The eHASP will specify the nature of the emergency and the time schedule for commencing and completing the work. The requesting department will make itself available to EH&S representative to address any questions and or concerns. EH&S representatives will endeavor to review and approve the eHASP within a time frame that will not unduly delay the start of the project. **Any changes to an approved emergency eHASP must be reviewed with the appropriate parties prior to implementation.** If circumstances warrant, emergency approval can be granted over the phone with hard copy to follow.

**19.0 SPECIAL WORK SITUATIONS**

Certain projects, such as those identified below require the primary contractor EH&S representative to consult with the O&R project coordinator to discuss special work requirements:

- A. Work in Electric Substations.
- B. Work in and Around Gas and/or Propane Stations.
- C. Work involving or near any overhead and/or underground transmission and/or distribution gas and/or electric lines.
- D. Work in storage yards.
- E. Work requiring lockout/tagout, confined space entry and/or trenching/shoring.
- F. Work in or around rotating or reciprocating machinery.
- G. Work in and around building piping and wiring.
- H. Work in and around gasoline and diesel pumping facilities.
- I. Work requiring permits or clearance.

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- J. Work being performed in an administrative area concurrent with employee occupancy.
  
- K. Work involving the use of chemicals, chemical mixture or potential hazardous material (i.e. pesticide use).
  
- L. Work requiring environmental permits
  
- M. Work in environmentally sensitive areas requiring special construction measures to protect soil, water and wildlife.
  
- N. Work requiring hazardous or regulated waste handling, storage and/or disposal.

**20.0 WORK PERMITS**

A. Equipment is not to be tagged out or any work permits issued in the name of an outside contractor. Work permits can only be issued to O&R personnel who are responsible to the Location Management. The issuance of a work permit is contingent upon an approved eHASP. The O&R project coordinator shall be called the Permit Holder. The Permit Holder shall issue the permit to the O&R Contractor Representative (Coordinator) who will be responsible for the actions of the contractor working under the permit. The O&R Contractor Representative (Coordinator) shall work with the Permit Holder to coordinate contractor permit requests.

The contractor must be issued a copy of the Permit Holder's permit before work is allowed to start. The contractor must return his copy of the permit to the O&R Contractor Representative (Coordinator) who will return the permit to the Permit Holder when work is completed. The Permit Holder will verify that the work has been completed before the permit is cleared. A permit must be renewed at the end of each shift unless specific alternate arrangements have been made.

B. Confined Spaces

A confined space means a space in which, because of its construction, location or content(s), the accumulation of hazardous gas, vapor, dust or fume, or the creation of an oxygen deficient/enriched atmosphere may occur. "Confined Spaces" include but are not limited to storage tanks, bins, sewers, in ground vaults, boilers, tunnels, manholes, pits, generators, transformers, etc.

Before entering a "Confined Space", the Permit Holder must be notified of intent of entry. The Permit Holder will review the safe entry requirements that include completion by the contractor's personnel of the following items:

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1. Removal of Contents
2. Isolation
3. Electrical Lockouts
  
4. Testing Atmosphere
5. Continuous Monitoring
6. Ventilation
7. Attendant
8. Safety Gear and Personal Protective Equipment
9. Emergency Planning

A confined space entry permit must be issued prior to the start of the job.

C. Control of Energy Sources

Whenever a contractor's work will involve energized circuits or systems, the contractor shall have a formal lockout/tagout procedure to control the inadvertent exposure to those energy sources. Contractor employees shall be qualified to a level commensurate with the level of work to be performed. All lockout/tagout operations are performed under a written work permit.

D. Contractor Interface

If the contractor has any questions, he/she is to contact the O&R Contractor Representative (Coordinator) who will contact the Permit Holder. Contractor personnel shall not begin any job until they have a clear understanding of the safety and environmental procedures to follow.

Safety and environmental performance checks will be made by the O&R Contractor Representative (Coordinator) and the Permit Holder as often as necessary to assure compliance with required safety and environmental standards for the protection of O&R personnel and property.

E. Facility Services Department Work Permits

Any contractor who performs work on or in any employee occupied company property shall obtain and complete a Work Permit work from the Facilities Services Department. A copy of the Facility Services Work Permit can be found at Attachment 2. The Facility Services Department Management will review the work and permits to determine what impact the work and/ or process may have on Company operations and/or employees. The O&R project coordinator or the Contractor shall post the Facilities Services Work Permit at the project site and the Contractors Guidelines Checklist as shown in Attachment 1 shall be completed. See Section 18.2 for further information on completion of the checklist and pre-requisite eHASP approval.

## **21.0 CONTRACTOR RATING PROCEDURE**

**The O&R Project Manager will complete the Contractor rating form that is included as Attachment #3** at the completion of the job or twice a year for long-term contracts.

See Attachment # 3

Note: CECONY's Contractor Oversight System will supersede O&R's rating procedure once implemented in January 2006

## **22.0 EH&S COMPLIANCE ASSESSMENTS**

Representatives of the Safety and/or Environmental Services Departments will conduct periodic inspections to ensure compliance.

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**ATTACHMENT 1**  
**CONTRACTOR GUIDELINES CHECKLIST**

Job: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Contractor  
Personnel: \_\_\_\_\_

**Policy and Equipment**

**Reviewed**

- \_\_\_ Contractor will comply with all applicable Federal, State, and Local Laws including, but not limited to, OSHA, and will comply with Orange and Rockland's Safety Rules and Regulations.
- \_\_\_ Contractor will not use any O&R safety equipment or PPE. In situations that require the loan on an O&R tool or piece of equipment, the O&R project coordinator shall request approval from his manager or director.
- \_\_\_ Traffic and pedestrian control- contractors will comply with all federal, state and local regulations governing work on public roadways and highways.
- \_\_\_ No hazardous material may be brought into the work environment or to the job site without prior O&R review and approval. MSDS and /or product labels are to be provided for review and approval.
- \_\_\_ Contractor has been made aware of all hazardous material and/or processes, if any, in the work area.
- \_\_\_ On a Multi-employer work site, information regarding the nature of each contractor's work, hazardous material utilized on site and any other potential hazards will be exchanged.
- \_\_\_ Contractor has informed any employees, and all sub-contractors of the rules and regulations contained herein.
- \_\_\_ Contractor not engaged in asbestos work, shall not disturb any material labeled as asbestos containing. When a contractor encounters asbestos or similar material suspected of containing asbestos, the contractor shall notify the O&R representative and cease all activity around site. All asbestos-related work shall be done in compliance to NYS Rule 56, or when in New Jersey or Pennsylvania, the appropriate state regulations and OSHA standards. The only exception to this rule is coal tar coating containing asbestos. In this case, contractor will follow requirements of NYS waiver and all associated O&R work procedures.  
When penetrating any material (i.e. drilling, cutting, demolition, etc.), has the material been identified as not containing any hazardous material such as but not limited to, lead, asbestos, PCB, etc. Check answer YES \_\_\_ or NO \_\_\_. If answer is NO, material content shall be identified prior to starting job.
- \_\_\_ Contractor has been informed that any work involving Coal Tar Wrapped Piping must comply with O&R's procedure 1030-1.

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- \_\_\_ Contractor has been informed to comply with O&R's Lead procedures and OSHA standards 1910.1025 & 1926.62.
- \_\_\_ Contractor will obey all alarms and evacuation orders and will move to safe areas until permitted to return.
- \_\_\_ Wearing of eye protection is mandatory in all areas where hazard(s) to the eyes is present and on all construction sites. Cover-all goggles are required when using tools to grind, chip, cut, or break up material, etc.
- \_\_\_ Contractor shall supply first aid services to its employees and provide standing arrangements for adequate medical care and for removal and hospital treatment for its sick or injured employees.
- \_\_\_ Non-metallic hard hats in conformance to OSHA must be worn while working at any site.
- \_\_\_ Approved steel or fiberglass toe safety shoes are required (OSHA 1910.136).
- \_\_\_ Clothing worn for the job shall comply to applicable OSHA/O&R standards for work being performed.
- \_\_\_ Hearing protection is required in posted areas and when using equipment which requires such use.
- \_\_\_ All respirator users shall be in compliance to the OSHA standards covering such use.
- \_\_\_ Confined space entries are to be in compliance to OSHA confined space entry standard and reviewed with the O&R representative.
- \_\_\_ Scaffolds and scaffolding procedures must comply with OSHA standards.
- \_\_\_ Overhead work is prohibited above unprotected personnel. Unnecessary tools and parts shall not be staged in overhead locations.
- \_\_\_ Appropriate fall protection shall be used when a fall hazard exists. **(See O&R Fall Protection Guideline # SG 1038.1)**
- \_\_\_ All lockouts or tagouts of utilities will consist of dual applications by contractor and O&R personnel.
- \_\_\_ Only authorized and qualified personnel shall work on electrical equipment – all work to be performed in conformance with OSHA and NEC specifications.
- \_\_\_ Contractor will provide fire watch as required; welding areas will be properly barricaded; combustibles will be protected and gas cylinders will be stored in accordance with OSHA standards.
- \_\_\_ Fire extinguishers are to be present when working with live gas.
- \_\_\_ When cutting, burning, or welding overhead, a fire watch will be stationed below with an approved extinguisher.

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- \_\_\_ Contractor will provide their own fire extinguisher. O&R extinguishers shall not be removed from their stations unless it's an emergency or if contractor's extinguishers have been exhausted.
- \_\_\_ Flammable liquids shall be brought on site in small quantities and in approved containers only. If required, a storage area will be selected by O&R and materials will be stored in accordance with O&R requirements.
- \_\_\_ Painting or work which will produce, toxic vapors/fumes in employee work areas will require proper ventilation. Under no circumstances will employees be exposed to toxic fumes.
- \_\_\_ Trenching and shoring will conform to OSHA regulations.
- \_\_\_ Good housekeeping practices will be strictly adhered to; the work site shall be cleaned at the end of every shift.
- \_\_\_ Cords and hoses will be situated as best to eliminate tripping hazards. All openings, tripping hazards, or slipping conditions must be immediately barricaded.
- \_\_\_ Ladders shall have safety feet and metal ladders may not be used in proximity to energized electrical facilities.
- \_\_\_ All vehicle operators will be properly licensed; all vehicles/equipment must be equipped with back-up alarms or operated using a spotter.
- \_\_\_ Possession of alcohol or controlled substances is strictly prohibited and reporting to work under the influence of drugs or alcohol is prohibited.
- \_\_\_ All hazardous wastes will be identified, properly handled, containerized, labeled, and disposed of according to applicable Federal, State and local regulations.
- \_\_\_ Before disposal of any non-hazardous and hazardous wastes, O&R Contractor Representative will be notified; Company will approve of intended disposal site (s). Copies of all manifests and shipping papers will be provided to the O&R Contractor Representative.
- \_\_\_ Contractor will utilize all measures necessary to prevent accidental spill, release or discharge of hazardous materials to the environment.
- \_\_\_ Contractor will immediately notify the O&R Contractor Representative and appropriate regulatory agencies of any chemical and/or oil spills.
- \_\_\_ If properly trained and/or properly licensed/certified as appropriate, Contractor will clean any spill to the environment; if not trained and/or properly licensed/certified as appropriate, Contractor will make arrangements to employ a properly licensed/certified as appropriate sub-Contractor to perform necessary work.
- \_\_\_ Contractor shall perform all construction work in accordance with all applicable Federal, State, and local environmental permits (i.e. Wetlands, Stream encroachment).
- \_\_\_ Any Contractors applying pesticides shall be a registered pesticide business.



**SAFETY GUIDELINE**  
**ORANGE AND ROCKLAND**  
**CONTRACTOR RULES**

**SG 1040.5**  
**Replaces SG 1040.4**

**ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENTS**

- \_\_\_ All herbicide applications will be made under the supervision of a certified / competent person, and in accordance with label directions.
- \_\_\_ Contractor will control all odors, dust, and fugitive emissions from job site.
- \_\_\_ The use of Powder Actuated Hand Tools must receive prior approval from EH&S and– Proper training and certification. Must be provided with the eHASP
- \_\_\_ Contractor will provide all necessary measures to maintain soil and erosion control to prevent contamination of surface and ground water.
- \_\_\_ Contractor shall maintain all equipment and conduct operations to minimize impacts to the environment.
- \_\_\_ Emergency Contact numbers and hospital routes are attached.

**ADDITIONAL SECTION FOR ASBESTOS ABATEMENT CONTRACTORS / JOBS**

- \_\_\_ Contractor employee training.
- \_\_\_ Contractor Asbestos License.
- \_\_\_ Asbestos Handling Certifications
- \_\_\_ Contractor Supervisor Certification.
- \_\_\_ Project monitor and air sampling technician.
- \_\_\_ EPA notification.
- \_\_\_ NYSDOL notification.
- \_\_\_ Demolition notification, as applicable, building inspector, town clerk, etc..
- \_\_\_ Copy of Asbestos Handling Guideline SG 1014-3 supplied contractor.
- \_\_\_ Building occupant notification and posting(s).
- \_\_\_ Multi employer worksite notification.
- \_\_\_ Waste holding site.
- \_\_\_ Waste manifests.
- \_\_\_ Pre-abatement air monitoring.
- \_\_\_ Clearance air monitoring.

**SIGNED: Contractor Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**O&R Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**SAFETY GUIDELINE**  
**ORANGE AND ROCKLAND**  
**CONTRACTOR RULES**  
**ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENTS**

**Replaces SG 1040.5**  
**SG 1040.4**

**ATTACHMENT 2**  
**Orange and Rockland Utilities**  
**INTERNAL WORK APPLICATION / PERMIT**

**PERMIT NUMBER:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

**Project**  
**Location:** \_\_\_\_\_

**Originating Department:** \_\_\_\_\_

**Department Contact Person** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Pager:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**EHASP approved** Yes ---- No---- ( if the answer is no ref. To section 20 SG1040.4)

**O&R Project Rep.:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Pager:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**General Contractor (GC) Name &**  
**Address:** \_\_\_\_\_

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**GC Contact Person:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Pager:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Sub-Contractor(s):**  
\_\_\_\_\_  
\_\_\_\_\_

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**Scope of**  
**Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Contractor Safety Checklist Reviewed:** \_\_\_\_\_  
Signature Date

**SAFETY GUIDELINE**  
**ORANGE AND ROCKLAND**  
**CONTRACTOR RULES**  
**ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENTS**

**SG 1040.5**  
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**ATTACHMENT 3**  
**CONTRACTOR PERFORMANCE RATING FORM**

PLEASE COMPLETE THE FOLLOWING FORM AFTER THE PROJECT HAS BEEN COMPLETED. THIS INFORMATION WILL BE USED TO GENERATE A CONTRACTOR RATING. IF ANY DOES NOT APPLY TO THIS PROJECT, PLEASE ENTER N/A (NOT APPLICABLE) IN THE SPACE PROVIDED.

CONTRACTOR NUMBER: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

PROJECT:

SPECIFICATION # \_\_\_\_\_

**PURCHASE ORDER:** \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

FIELD SUPERVISOR: \_\_\_\_\_

SCHEDULED START DATE: \_\_\_\_\_

SCHEDULED COMPLETION DATE: \_\_\_\_\_

ACTUAL START DATE: \_\_\_\_\_

ACTUAL COMPLETION DATE: \_\_\_\_\_

**RATE CONTRACTOR:** E = EXCELLENT G = GOOD F = FAIR P = POOR N/A = NOT APPLICABLE

1) QUALITY AND EFFECTIVENESS OF SUPERVISION \_\_\_\_\_

2) QUALITY OF WORK PERFORMED \_\_\_\_\_

3) ABILITY TO COMPLETE WORK SCOPE ON SCHEDULE \_\_\_\_\_

4) ABILITY TO PERFORM EXTRA WORK WITHOUT CAUSING UNDO  
IMPACT ON THE PROJECT SCHEDULE \_\_\_\_\_

5) ABILITY TO PERFORM EXTRA WORK AT REASONABLE COST \_\_\_\_\_

6) ABILITY TO PROVIDE SUFFICIENT CRAFT PERSONNEL \_\_\_\_\_

7) ABILITY TO PROVIDE PRODUCTIVE PERSONNEL \_\_\_\_\_

8) ABILITY TO RESOLVE TECHNICAL PROBLEMS \_\_\_\_\_

9) ABILITY TO SOLVE LABOR PROBLEMS \_\_\_\_\_

**SAFETY GUIDELINE**  
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**CONTRACTOR RULES**  
**ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENTS**

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10) ADHERENCE TO RULES FOR SAFE WORK PRACTICES \_\_\_\_\_

11) OTHER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS FORM SHOULD BE RETURNED TO THE PURCHASING DEPARTMENT WITHIN TEN (10) WORKING DAYS AFTER THE ACTUAL COMPLETION DATE YOU HAVE ENTERED ABOVE.**

QU#: \_\_\_\_\_ BIDDER LIST: \_\_\_\_\_