



UNIVERSITY OF MAINE
FORT KENT
UNIVERSITE DU MAINE

UMFK

Contractor
Safety

University of Maine at Fort Kent

Handling Contractor Safety Concerns/Observations

Scope:

All Contractors, subcontractors, and their employees providing construction services to the University of Maine at Fort Kent (UMFK) must comply with UMFK's rules and procedures as well as all relevant federal, state, and local regulations. All Contractors are responsible for, and will ensure that, their employees, subcontractors, and the subcontractors' employees are in compliance with the stated rules, procedures, and regulations.

These guidelines are not a part of the construction contract and do not alter or modify the contractor's liability, nor should they be construed as altering or amending the construction contract; if anything in this document contradicts the construction contract, then the construction contract is the ruling document.

Statement of Purpose:

UMFK is committed to provide a safe workplace for our employees and to protect the health and safety of our neighbors through an established safety communication system that interacts between UMFK and contract services. UMFK requires that all Contractors conducting business at our facilities also demonstrate a similar responsibility towards their employees and our neighbors.

Definitions:

PROJECT MANAGER - The term Project Manager shall be used to refer to UMFK task supervisors having oversight authority for a given project or contract.

COMPETENT PERSON – Means a person who has specific training and experience, is capable of recognizing and identifying hazardous or dangerous conditions pertaining to the issue of concern and who has been given the authority to act upon this discovery to control or mitigate the hazardous or dangerous conditions.

CONTRACTOR – A company that has entered into a contractual agreement with UMFK to provide certain services.

CONTRACTOR SUPERVISOR - The contractor's supervisor who is responsible for the contract employees and the project tasks and has oversight authority for a given project or contract.

CONTRACT EMPLOYEE – Any individual on UMFK property who performs work in return for remuneration, either employed directly or indirectly through a contractor.

EMPLOYER - The specific company which is directly responsible for an employee's remuneration in return for the work or services which the employee provides.

Responsibilities:

Contractor

It is each contractor's responsibility to ensure that each employee of the contractor, including those of its subcontractors, is trained in the safe work practices necessary to allow successful completion of their assigned tasks. Additionally, the contract firm shall advise UMFK Project Manager of any unique hazards presented by its employees' planned activities and of any "unusual" hazards discovered by the contractor's employees.

The Contractor shall comply with all pertinent federal, state, and local requirements and initiate compliance with all relevant regulations as they are instituted. As a minimum, Contractors providing services to the UMFK facilities must insure compliance with the provisions outlined in the contract.

The contractor shall notify in writing to the UMFK project manager immediately in case of injury/illness to any contractor employee.

Project Manager

The project manager during their normal duties may observe potential contractor Safety concerns that requires follow-up by the contract supervisor. He/she shall complete the following:

1. If the hazard is perceived to be immediately dangerous to life and health to employees or the community, ask the employee(s) to stop the activity until the situation can be reviewed with their supervisor.
2. Contact the contractor supervisor and verbally communicate the concerns/observations.
3. Request the contractor inform you of any corrective action(s) taken.
4. If additional involvement is warranted or repeat concerns are observed, request assistance from the Safety Coordinator for immediate follow-up.
5. Document your involvement.

UMFK Competent Person(s) (Facilities Director)

1. If the hazard is perceived to be immediately dangerous to life and health to employees or the community, ask the employee(s) to stop the activity until the situation can be reviewed with the project manager and the contractor supervisor.
2. Immediately contact the project manager for follow-up.
3. If the project manager is not available contact work control to obtain access to other FM Project Staff or the FM Office.
4. If no one is available to review the concerns, meet with the contractor supervisor to address the concerns.

Documentation of Concerns/Observations:

It is important to document all observations and provide the contractor, project manager and purchasing with the necessary information to implement corrective actions.