



## Project Manager Contractor Safety Checklist

The Project Manager or Purchaser will go through the following checklist to evaluate the potential health and safety risk associated with each unique contractor or vendor project on campus. Third party employers are required to have developed their own company procedures that at a minimum meet Colby's requirements defined in the Contractor Safety Handbook and all legal regulatory requirements for all safety programs with a YES designation.

Name of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Project Summary/Scope:  
\_\_\_\_\_  
\_\_\_\_\_

Start Date of Project: \_\_\_\_\_ End Date of Project: \_\_\_\_\_

	YES	Section
<b>General Requirements / CSP Overview</b>		
Signed the Handbook Acknowledgment Form		Apx. A
Corrective Action Process		3.0
Employee Conduct		3.7
Tobacco Use		3.7.9
Contractor Employee Safety Training Requirements		6.0
Regulatory Inspections		7.3
Parking Requirements		8.3
<b>Jobsite Environment and Security</b>		
Housekeeping		7.5
Dust, Odor or Noise Concerns		7.6
Site Security/Barriers		8.13
Alarm Impairment		8.14 - Apx. H
Construction in Occupied Buildings		8.15
Work Around Utilities / Underground Utilities		8.22 - 8.23
<b>Emergency Reporting Procedures</b>		
Security Contact Numbers		7.2
Accident/Injury Reporting		7.2
<b>General Colby Safety Requirements</b>		
Driving on Campus		8.2
PPE use		8.5
Lockout / Tagout – Electrical Safety		8.6-8.7
Compressed Gas Cylinders		8.11
Ladder / Scaffolding Use		8.12 & 8.17
Fall Protection		8.16
Work in Roadways		8.18
Heavy Equipment Use		8.19
Aerial Lifts		8.20
Cranes		8.21
Drone Use		8.26



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	YES	Section
<b>Permit Required Safety Programs (Colby Controlled Areas only)</b>		
Live Electrical Work		8.7.11 - Apx. C
Hot Work		8.8 - Apx. D
Entry Into Potential Confined Spaces		8.9- Apx. E & F
Utility Shut Down		8.22 - Apx. G
<b>Chemical Hazards</b>		
SDS/MSDS Availability		8.4
Utilization of Cleaning Chemicals in Occupied Areas		8.4 - Apx. B
Integrated Pest Management Program Requirements		8.4
Hazmat Storage		Varies by material
<b>Large Projects (greater \$250,000 or greater)</b>		
Complete a Site Safety Plan		5.0
<b>Environmental Impacts</b>		
SPCC Regulated Containers		10.6
C&D Waste Disposal		10.4
Generate Hazardous / Universal Waste		10.7
Stormwater Impacts / Permit		10.3
Work on Refrigerant Containing Equipment		10.8
Potential Impact on ACM, Lead or PCBs		8.24-8.25

Record any other potential impact of Colby safety programs not addressed in the checklist in the area below:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**Project Manager/Purchaser:** \_\_\_\_\_

**Print Name**

\_\_\_\_\_  
**Signature**

\*\*Return Completed checklist to the EHS Director

(Rev date 12/13/18)