

# Contractor Safety Program Training

**3M Engineering**

Standard Ref: Manual 80 Vol 2: A151 Contractor Safety Management. Version 8

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Welcome to the 3M Contractor Safety Program Training

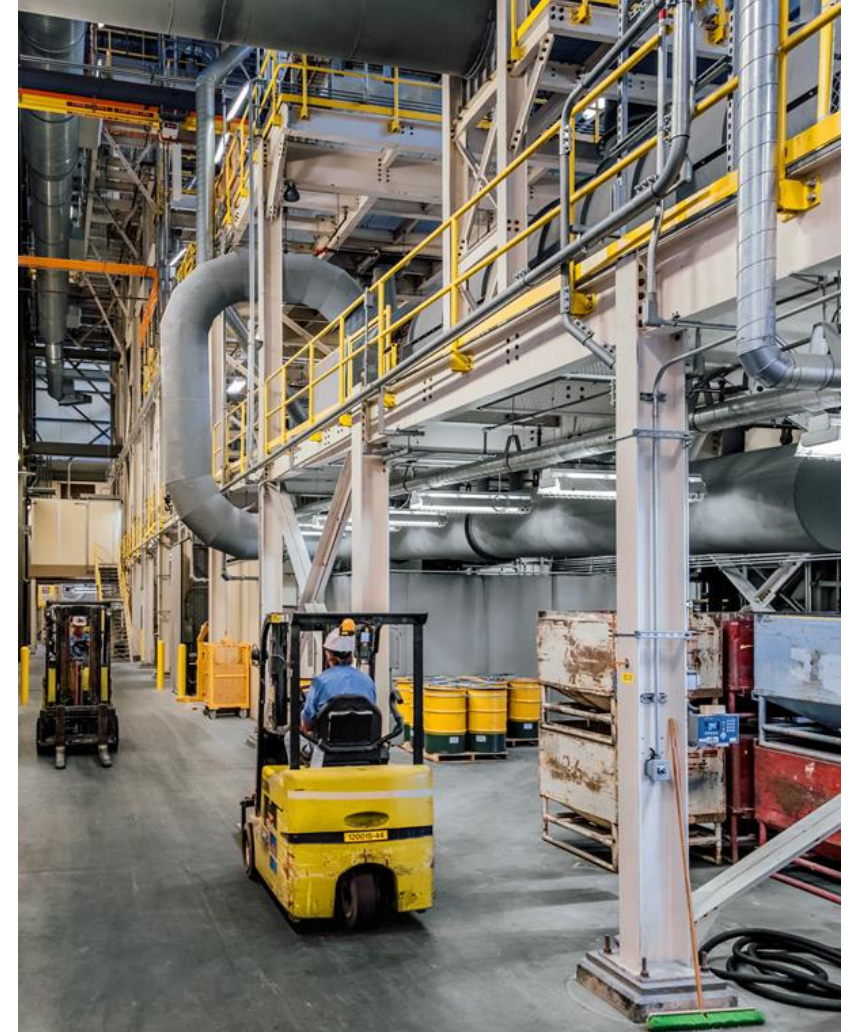
## Modules:

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# Welcome to the 3M Contractor Safety Program



This course will educate you about Contractor **environment, health and safety** expectations at 3M facilities.

After completing this **course**, you will be able to:

- Understand the purpose of the 3M Contractor Safety Program.
- Understand Work Classification Levels 1, 2 and 3 characteristics and requirements at each work classification level.
- Identify the roles and responsibilities of the 3M Site Contractor Coordinator, 3M Designated Representative, the Contractor and the Contractor's Designated Representative.
- Understand the required orientation and training at each work classification level.
- Understand the scope of 3M Contracts with Contractors.





# Module 1: Introduction and Objectives

Promoting World Class safety performance among our Contractors is good business and is consistent with 3M's corporate values and our commitment to safety and health. It is 3M's goal to successfully complete every project with zero incidents.

## Module Objectives:

After completing this module, you will be able to:

- Understand the purpose and scope of the 3M Contractor Safety Program.
- Understand the standards and compliance requirements of the 3M Contractor Safety Program.
- Describe why Contractors' environmental, health and safety is of critical concern to 3M worldwide.



# Purpose of the Contractor Safety Program

**The purpose of the 3M Contractor Safety Program is to:**

- Outline the responsibilities and considerations concerning selection, on-site orientation, coordination, and safety administration of Contractors.
- Clarify the lines of communication between 3M and its Contractors.
- Help keep jobs running safely and smoothly.

**Accidents can be prevented** through diligent and conscientious enforcement of safety regulations, hazard recognition and control, and a sound **3M Contractor Safety Program**. The effective use of this **Policy**, combined with a proactive safety approach of all Contractors and 3M personnel on site, is very important in eliminating hazards from the work site.



# Contractor Safety



- The safety and health of **all personnel** at any 3M owned or leased facilities is a major concern to 3M.
- It is our responsibility to ensure that all personnel working at **any 3M facilities** have a safe and healthful work environment.
- If we follow the basic premise that safety and health apply to all personnel on our sites, including Contractor personnel, **all injuries can and should be prevented.**



# Monitoring Contractor Safety

Injuries to Contractor employees may involve 3M in costly litigation, and, in some cases, substantial settlements. By helping the Contractor **reduce the number and severity** of accidents, we can achieve the goal of protecting the Corporation.

In addition to the direct benefits of **fewer injuries and lower accident-related costs**, evidence shows that improved Contractor safety performance will result in improved overall effectiveness on the job.



# 3M Standards and Compliance

Generally, **3M standards** apply even if they are **more stringent** than governmental rules and regulations. However, exceptions in compliance may be allowed as determined by an authority having jurisdiction, in other words, an authority with the right and power to interpret and apply the law.

**Please consult with your 3M Designated Representative for more information.**





# Scope of the Contractor Safety Program



The 3M Contractor Safety Program was put into effect to **improve** communications, coordination, and the quality of work between 3M and its Contractors. It includes 3M corporate requirements and procedures covering the work site relationships between 3M Representatives and Contractors.

This policy applies to **all Contractors, contract workers and their agents** working in **3M owned, leased, or subsidiary facilities worldwide.**

Because this policy cannot possibly cover every situation that may arise, it continues to be very important that **sound field decisions are made.**

# Scope of the 3M Contractor Safety Program (continued)

Individual Plants/Sites will establish a written site-specific Contractor Safety Program based upon the minimum requirements established by this policy.

In some situations, more stringent local procedures may be required to effectively manage Contractor compliance with existing regulatory requirements.



# Module 2: Roles and Responsibilities

## Introduction:

The work performed for 3M by a Contractor may be complex with many environmental, health, safety, and quality concerns. 3M Designated Representatives **must maintain good communications** with Contractors and monitor their actions on-site to ensure they are **meeting 3M standards**.

## Objectives:

After completing this module, you will be able to:

Understand the roles and responsibilities of the following:

- 3M Site Contractor Coordinator (SCC)
- 3M Designated Representative (DR)
- On-Site Contractor
- Contractor's Designated Representative





# 3M Site Contractor Coordinator (SCC)

The 3M SCC is **responsible** for the management and efficient operation of Contractors on 3M sites.

This includes the implementation of the 3M Contractor Safety Program and other standards and requirements pertaining to Contractors.

The SCC may be a specific individual, but SCC roles and responsibilities may also be divided across a centralized group.

## SCC key responsibilities:

- **Permits:** Maintain copies of all applicable permits.
- **Injury and illness incident reports:** Obtain incident/injury reports from 3M Designated Representatives.
  - Review all incident reports and follow-up on corrective action – all serious issues will be confirmed in writing and copied to the contractor's home office.
- **Contractor hours worked and incidents:** Verify that all contractor hours worked, and incidents incurred on-site are recorded in 3Ms Worldwide Information Management System (WIMS).

# 3M Site Contractor Coordinator (DR)

The 3M Designated Representative is the person assigned to **monitor** the Contractors compliance with quality, safety, health and environmental requirements.

The 3M Designated Representative **must be on-site** while work is being conducted on 3M owned, leased or subsidiary facilities worldwide.

## DR responsibilities:

Work directly and communicate **exclusively with** the Contractor's Designated Representative.

**Exception:** If a contractor's employee is doing something **imminently dangerous**, the DR will stop the activity immediately and then contact the Contractor's Designated Representative for corrective action.

## Review all contract requirements:

Related to safety, health or environmental protection with the contractor's designated representative:

Including, but not limited to:

- Rules and procedures
- Personal protective equipment
- Exposures relevant to specific regulatory or 3M health standards special work permit requirements.

# On-Site Contractor

The Contractor is required to do all things necessary to **comply** with the contract documents and ensure the **safety and health** of its employees and agents.

## Contractor Responsibilities:

- The Contractor is responsible for controlling the manner and methods of its operations, including quality, and is **directly responsible for the safety and health of its employees and subcontractors**.
- To accomplish this, the Contractor is required to do all things necessary to comply with the contract documents and ensure the safety and health of its employees and subcontractors.
- The Contractor will **work closely with** the 3M Designated Representative to understand and fully comply with all 3M requirements.

## Appoint Contractor Designated Representative:

- The Contractor shall **appoint** a Contractor Designated Representative for environmental, health, safety, quality and work coordination at the work site.
- The Contractor Designated Representative shall **be on-site at all times** while work is being performed.

## Note:

- The Contractor may designate a Subcontractor's employee as the Contractor Designated Representative; however, the Contractor is ultimately responsible.

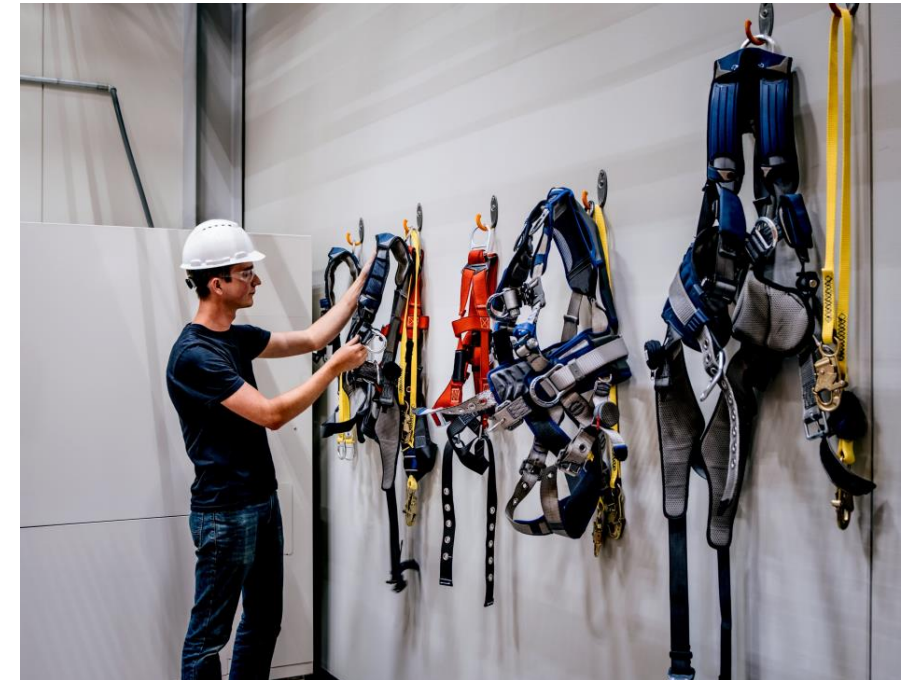


# Contractor Designated Representative: Overview

The Contractor Designated Representative is a qualified individual designated by the Contractor to be its **authorized representative** at the work site.

## Contractor Designated Representative Responsibilities:

- The Contractor Designated Representative is subject to **on-going approval** by 3M, to communicate, monitor, and enforce coordination and compliance to quality, safety, health, and environmental requirements at the work site.
- The Contractor Designated Representative or designee must **be on-site at all times** and available to the 3M Designated Representative while work is being done.
- The Contractor Designated Representative will work closely with the 3M Designated Representative to understand and fully comply with **all 3M and government** requirements.



# Contractor Designated Representative: Pre-Work and During Work

## **Pre-Work Briefing:**

Before beginning work on-site, the Contractor Designated Representative must contact the 3M Designated Representative for a pre-work briefing.

## **Comply with Terms and Conditions:**

Ensure that all Contractor and Subcontractor personnel comply with the terms and conditions of the contract, including applicable safety, health and environmental protection rules and quality requirements.

## **Provide Qualified Contractors:**

Provide supervisors and employees who are competent and adequately trained, including applicable safety, health and environmental, and quality aspects of the work.

## **Provide Tools and Equipment:**

Provide all tools and equipment for the work, including personal protective equipment.

The tools and equipment must be properly maintained and appropriate for safe performance of the work.

3M has the right to refuse or restrict the use of tools, equipment or chemicals on site.

## **Maintain Good Housekeeping:**

Maintain good housekeeping and keep the work area free from safety and health hazards.

Also, follow the appropriate material disposal procedures for the work site.

# Contractor Designated Representative: Availability at the Work Site

The Contractor Designated Representative **must be always on-site and available to the 3M Designated Representative** when the Contractor's employees or Subcontractors are on site.



If the Contractor Designated Representative **must leave the work site** while the Contractor's employees, agents, delegates, or subcontractors are on site, the Contractor Designated Representative **must:**

Select another qualified employee to act as the Contractor Designated Representative on a temporary basis.

The qualified employee may be an employee of the Contractor's Subcontractor however, the Contractor remains ultimately responsible.

Brief the temporary Designated Representative regarding the work.

Notify the 3M Designated Representative of the temporary change.



# Contractor Designated Representative: Access and Permits

Responsibilities include, but are not limited to the following:



## **Access Control:**

Follow Plant access control practices, including entering and exiting the Plant, wearing appropriate security identification, and other procedures as indicated by the 3M Designated Representative.

## **3M Daily Work Permit:**

Work with the 3M Designated Representative to initiate, complete and review a 3M Daily Work Permit for all Level 2 work that is not considered routine service or maintenance.

**NOTE:** A 3M Daily Work Permit must be completed before beginning any Level 3 activity.

## **Specific Scope Work Permits:**

Obtain approved Specific Scope work permits through the 3M Designated Representative.

### **Including, but not limited to:**

- 3M Daily Work Permit
- Open Flame and Spark Hazard Permit
- Confined Space Entry Permit
- Line-Opening Permit
- Roof Access Permit
- Excavating/Digging Permit
- Other Site-Specific Permits

# Contractor Designated Representative: Safety and Health

Keep the 3M Designated Representative informed of any work that may affect **safety and health** of 3M employees or property.

## **Advise Employees of Hazards:**

Be familiar with the content of Section 1900 Contractor Safety Requirements, which pertain to the project.

Advise its employees of the hazards associated with the work to be performed, including any hazard communication information provided to the Contractor by 3M.

## **Notify 3M of Injury or Illness:**

Notify the 3M Designated Representative immediately of any near miss, injury or illness to Contractor or Subcontractor employees while working on site.

Provide the 3M Designated Representative a written report of the incident (OSHA 301 Form or equivalent).

## **Coordinate Radiation-Producing Materials:**

Coordinate the use of all radiation-producing devices or materials with the 3M Designated Representative.

## **Emergency Response:**

Follow specific emergency response procedures provided by 3M.

# Module 3: Work Classifications and Characteristics



## Introduction:

The 3M Designated Representative **must be aware of the Contractor's level of work limitations** and ensure that they are not exceeded.

There are **three levels** of work classification.

**After completing this module, you will be able to:**

- Identify the different levels of work performed by Contractors and the risks associated with the various levels.
- Identify the characteristics and requirements of Level 1, 2 and 3 work.

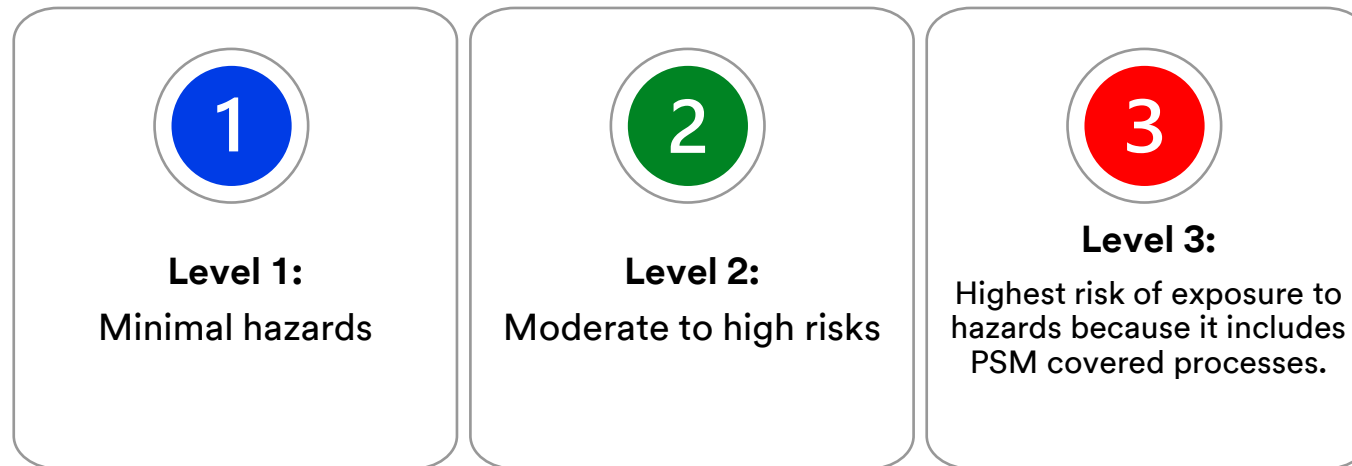


# Work Classifications

Different types of activities and environments present different levels of hazards and risk. Thus, a tiered system (Levels 1-3) has been established to help recognize and control known hazards and reduce risks.

Work performed by the contractor must be classified Level 1 or Level 2 or Level 3.

3M Designated Representatives must have the knowledge, experience, and training necessary to monitor at their assigned level.

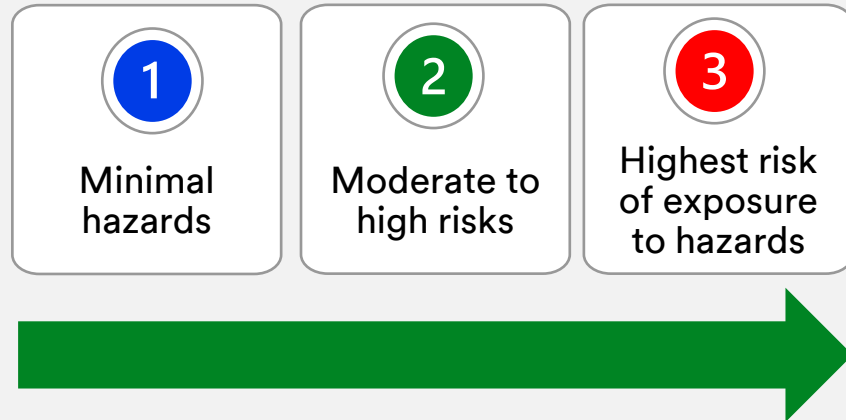


# Rules of Work Classifications

Classification of the work **must not exceed** the parameters identified for each level.

If the risk is **varied**, work must be classified at the **highest level of risk**.

Work that is classified as Level 1 **can be** re-classified as Level 2 or Level 3 if the hazards to which that work is exposed increase.



However, work that is classified as Level 2 or Level 3 **cannot be** re-classified to a lower level.




# Characteristics of a Classification

A Work Classification Level is defined by several **characteristics**, including:

- Risk
- Nature of the Job
- Required Forms and Permits
- Area of Work
- Contractor Responsibilities and Training
- 3M Monitoring Requirements




# Level 1: Characteristics


Work-Level	Risk	Nature of the Work	Permits	Area of Work	3M Monitoring Requirements
	<b>Minimal risks</b> in relation to hazards and business continuity	<b>Routine</b> visit (e.g., grounds keepers, snow removal, forklift repair, material delivery)	Level 1 Work <b>does not require</b> a Daily Work Permit or any other type of permit	<b>Must not</b> be allowed in <b>hazardous</b> (classified) <b>electrical locations</b> and hazardous occupancies or manufacturing and lab area	A 3M Contact or Designated Representative <b>must be assigned</b> and accessible to the contractor as warranted.



# Level 2: Characteristics

Work-Level	Risk	Nature of the Work	Permits	Area of Work	3M Monitoring Requirements
	<p><b>Moderate-to-high safety risk in relation to the following:</b></p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment, facilities, and property</li> <li>• Business continuity</li> <li>• Community</li> </ul>	<p>Construction, renovation or installation</p> <p>Specialized trade (e.g. electrician, pipe fitter, millwright, carpenter, laborer, steel erector)</p> <ul style="list-style-type: none"> <li>• Operations and maintenance activities</li> <li>• Use of heavy equipment</li> <li>• General installation, maintenance, and repair in production areas</li> </ul>	<p>In addition to the 3M <b>Daily Work Permit</b>, <b>permits</b> must be obtained for work activities as follows:</p> <ul style="list-style-type: none"> <li>• Confined Space Entry</li> <li>• Excavating and/or digging</li> <li>• Fire Protection Systems Impairment</li> <li>• Line Opening</li> <li>• Open Flame And Spark Hazard</li> <li>• Pre-Work, Walk-Through Checklist</li> <li>• Roof Access</li> <li>• Site-Specific Activities</li> <li>• Working on energized circuits</li> </ul>	<p>The 3M Designated Representative defines work areas for the contractor, <b>which must not include 3M Process Hazard Management (PHM)</b> covered process areas.</p>	<p><b>A 3M Designated Representative must:</b></p> <p>a. Monitor the contractor at the work site in a manner determined by the Site Contractor Coordinator (SCC), but <b>not less than two times during the work shift or once every four hours</b></p> <p>b. Review the <b>scope of work and hazards</b> before any permits are issued.</p>

# Level 3: Characteristics

Work-Level	Risk	Nature of the Work	Permits/Checklists	Area of Work	3M Monitoring Requirements	Pre-Start-up Safety Review (PSSR)
	<p><b>High safety risk in relation to the following:</b></p> <ul style="list-style-type: none"> <li>· Personnel</li> <li>· Equipment, facilities, and property</li> <li>· Business continuity</li> <li>· Community</li> </ul>	<p>Work on or immediately adjacent to processes subject to <b>3M Process Hazard Management (PHM) covered or managed processes.</b></p>	<p><b>Same as Level 2 work</b></p> <p>In addition to the 3M <b>Daily Work Permit</b>, permits must be obtained for work activities as follows:</p> <ul style="list-style-type: none"> <li>· Confined Space Entry</li> <li>· Excavating and/or digging</li> <li>· Fire Protection Systems Impairment</li> <li>· Line Opening</li> <li>· Open Flame And Spark Hazard</li> <li>· Pre-Work, Walk-Through Checklist</li> <li>· Roof Access</li> <li>· Site-Specific Activities</li> <li>· Working on energized circuits</li> </ul>	<p>Any area within or adjacent to <b>3M PHM covered or managed processes.</b></p> <p>All construction should be separated or isolated from occupied area.</p>	<p><b>In addition to Level 2 requirements</b></p> <p>The 3M Designated Representative must make sure the contractor is <b>in compliance with 3M's EHS requirements.</b></p>	<p><b>Additional responsibility for level 3:</b></p> <p>A PSSR must be <b>conducted</b> for new facilities and for modifications that result in a change in the process safety information.</p> <p>The PSSR must confirm that construction and equipment is in conformance to design specifications before introducing hazardous chemicals into the process.</p>

# Module 4: Orientation and Training for Contractors

## Introduction:

Anyone serving as an on-site Contractor at a 3M work site must have the training necessary to perform their work safely. If there is any question about a worker's qualifications, written verification will be obtained from the Contractor *before* allowing that worker to commence or continue the job.

## Objective:

After completing this module, you will be able to:

- Describe the orientation and training required for on-site Contractors.



# Orientation and Training for Contractors– Level 1



## **An on-site Contractor doing Level 1 work must:**

- Attend and participate in the plant/site Contractor Safety Orientation before workers access the site, and at least annually.
- Obtain established safety and security rules.
- Obtain site-specific hazards in relations to the work.
- Comply with all plant/site access control policies.
- Comply with PPE requirements.
- Obtain knowledge of the emergency response plan (fire, chemical, evacuation, medical) confirmed by all on-site workers.



# Orientation and Training for Contractors – Level 2 and Level 3

An on-site Contractor doing Level 2 and Level 3 work, in **addition to Level 1 orientation and training**, must:

The following items must be verified:

- Assignment of a competent person trained in safety, health, and environmental requirements and procedures that apply to the work (e.g., fall protection, steel erection, scaffold erection and dismantling, alterations, inspection, cranes and rigging, excavating and trenching).
- Contractor knowledge of the contents and requirements of Project Specification, Section 1900.



# Orientation and Training for Contractors – Level 2 and Level 3 (continued)

Level 2 and Level 3 plant/site safety orientation **must address** general facility-related hazards and precautionary measures including but not limited to the following:

- Relevant site contacts.
- Safety and security rules.
- Facility permitting requirements.
- PPE requirements.
- Emergency procedures (e.g., fire, chemical, evacuation, medical).
- Facility emergency evacuation and assembly plan.
- Facility entry and exit procedures, access control practices, and restricted areas.
- Emergency exits and location of exit signage and lighting.
- Methods to obtain Safety Data Sheet (SDS) information.

- Description of in-plant labelling system for hazardous chemicals.
- Eyewash and emergency shower locations.
- First aid availability.
- Fire extinguisher locations.
- Communication equipment types and use.
- Use of plant/site services (e.g., water, compressed air), equipment, and work facilities.
- Eating and smoking areas and drinking water sources.
- Weather shelters.

# Contractor Qualification for PSM Work (Process Safety Management)

Any Contractor performing Level 3 work **must provide** documentation ensuring Contractor personnel are qualified to work in or around the environment of the Level 3 work.

It is assumed that the Contractor has **met the requirements** of Contract Management pertaining to the Contractor's safety record and insurance.



# Requirements



Requirements can differ from project to project depending on the covered process and work to be performed.

All Contractor employees working in the Level 3 area **must be given instruction** from the 3M Designated Representative as to the **specific hazards** associated with the performance of their work in the Level 3 area.

In addition, other training/certification may be required, including but not limited to:

- Respirator Fit Testing
- HAZWOPER Training (US Only)
- Confined Space Entry



# Module 5: 3M Contracts with Contractors

## Introduction:

Contractors who understand and actively comply with the safety requirements outlined in the contract pose less risk to themselves and 3M.

## Objectives:

After completing this module, you will be able to:

- Identify the safety and legal requirements contained in 3M contracts.
- Identify the conditions under which a contract with 3M can be terminated.



# 3M Contract Safety Requirements

Each **3M Contract** requires the **Contractor** to be responsible for performing its work in compliance with all federal, state, and local laws and regulations, and any special 3M requirements.

- Contractors are required by their contracts with 3M to maintain safe and healthful work areas while at 3M facilities.
- Contractor workers who do not perform safely on 3M sites can be immediately removed from the job.
- Contractors who do not meet 3M safety standards can be terminated.
- It is the responsibility of the 3M Designated Representative to monitor Contractors to ensure that they meet 3M safety and performance expectations.



# Contract Termination

3M contracts are written in a manner to permit termination if the Contractor **fails to comply** with environmental, health and safety, and quality requirements.



At the pre-construction meeting, the Contractor Designated Representative will be advised that failure to correct an unsatisfactory act or condition after being notified by 3M will lead to work stoppage and/or termination of the contract.

Termination of a contract may only be initiated with the approval of General Counsel or Sourcing and Facilities Engineering. Contracts must be terminated only by 3M Sourcing.



# Summary

3M Contractor Safety Program policy applies to **all Contractors, contract workers and their agents** working in **3M owned, leased, or subsidiary facilities worldwide.**

Accidents can be prevented through **diligent and conscientious** enforcement of safety regulations, hazard recognition and control, and a sound 3M Contractor Safety Program.

The effective use of this Policy, combined with a proactive safety approach of all Contractors and 3M personnel on site, is very important in **eliminating hazards from the work site.**





# Glossary

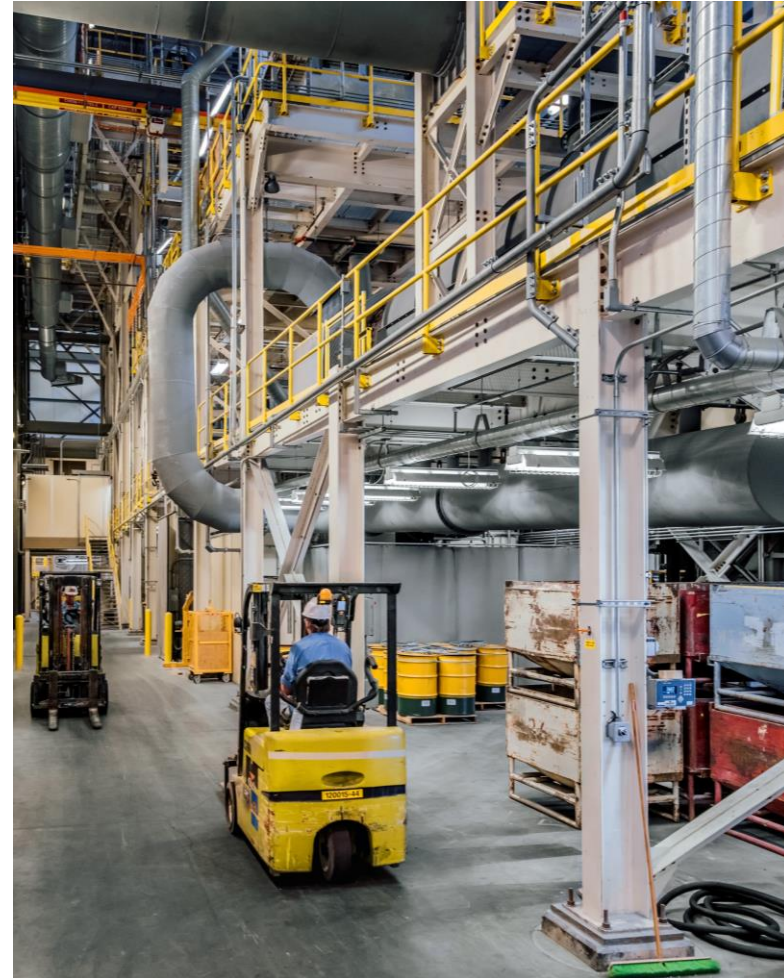
**Agents:** individuals or firms “contracted” with the Contractor to perform a specific service or task (e.g., suppliers, consultants, engineers).

**Contractor:** Individuals or firms "contracting" with 3M to perform independently a specific repeated task or completing a specific time-limited project.

**Competent Person:** means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Confined space** means a space that:

1. Is large enough and so configured that an employee can bodily enter it;
2. Has limited or restricted means for entry and exit; and
3. Is not designed for continuous employee occupancy.





# **Contractor Safety Program: Quiz**

Name:

Date:

**Question 1:**

What is the purpose of the 3M Contractor Safety Program?  
Select the best answer.

**A:** Outline the responsibilities and considerations concerning selection, on-site orientation, coordination, and safety administration of Contractors.

**B:** Clarify the lines of communication between 3M and its Contractors.

**C:** To help keep jobs running smoothly.

**D:** All of the above.

Name:

Date:

**Question 2:**

Level 2 or Level 3 work can be re-classified to Level 1 if the hazards decrease.

☐

**True**

☐

**False**



Name:

Date:

**Question 3:**

A Pre-Start-up Safety Review (PSSR) must be conducted for any work classified as level 3?

☐

**True**

☐

**False**

Name:

Date:

**Question 4:**

Who is directly responsible for the safety and health of its employees and subcontractors at 3M sites?

**A:** The 3M Designated Representative.

**B:** The Contractor.

**C:** The Site Contractor Coordinator (SCC).

**D:** The Plant/Site Safety Coordinator.

Name:

Date:

**Question 5:**

An on-site Contractor doing Level 2 and Level 3 work, in addition to Level 1 orientation and training, must:

**A:** Appoint a Contractor Designated Representative for project coordination and safety.

**B:** Assign a competent person trained in safety, health, and environmental and procedures that apply to the work.

**C:** Know the contents and requirements of Contractor Safety Requirements, Section 1900.

**D:** All of the above.

Name:

Date:

**Question 6:**

Each 3M Contract requires the Contractor to be responsible for performing its work in compliance with all federal, state, and local laws and regulations, and any special 3M requirements.

☐

**True**

☐

**False**



**Thank you for  
completing this training  
program.**