

## Contractor Safe Work Plan

### **Safe Work Plan**

The “Safe Work Plan” must be completed by contractor supervisor and Oregon Freeze Dry Representative before any work is done on PSM covered process or when required by the OFD Representative. A change in the scope of job may require a complete new Safe Work Plan.

### **Purpose**

The purpose of the Safe Work Plan to identify the hazards the workers might face as well as the policies, and procedures that are needed to keep them safe. It is a tool used to enhance the safety of contractors, our employees and the environment.

### **Scope**

The “Safe Work Plan” must be completed by the contractor supervisor and Oregon Freeze Dry Representative in the following circumstances.

- Before any work begins in the PSM covered process.
- Any time the job scope changes such that additional hazards may exist.
- If the OFD Representative determines that a Safe Work Plan is needed.

### **Who’s involved in issuing the “Contractor Safe Work Plan”?**

- **OFD Representative** is someone who is knowledgeable with the process, the work to be performed, and OFD’s safety policies and procedures. The OFD Representative is to work with the Contractor Superintendent or Supervisor in filling out the form for the “Safe Work Plan” and training the Contractor Superintendent or Supervisor so they are aware of all the potential hazards, as well as the policies, and procedures that are needed to keep their workers safe.
- **Contractor Superintendent or Supervisor** is someone who is responsible for the safety of the contract employees and has the authority to direct their actions. The Contractor Superintendent or Supervisor must also be aware of the unique hazards created by the type of work they are performing. They must work with the OFD Representative in filling out the form for the “Safe Work Plan” and is responsible for training, and training documentation of all of their employees working on or near the system.

### **General Guidelines**

- The OFD Representative and the Contractor Superintendent or Supervisor will fill out the form for the Safe Work plan.
- The work, potential hazards, corrective actions, and the appropriate policies and procedures that need to be implemented will be identified.
- The Contractor Superintendent or Supervisor will go over the items identified on the “Safe Work Plan” form with their workers.
- The OFD Representative and the Contractor Superintendent or Supervisor will sign and date the back of the form.
- The workers will print their first and last name, sign, and date the form. (Additional pages can be added as needed.)
- Any new workers must be trained by the Contractor Superintendent or Supervisor and sign the forms before they can begin work.
- If an unexpected hazard is identified all work must stop and a new “Safe Work Plan” developed.

**Note: Good communication and team work between the OFD Representative and the Contract employees is essential to a safe work environment.**

