



# Contractor Safety Manual





# Contractor Safety Manual



## GENERAL REQUIREMENTS

### SECTION 1: INTRODUCTION / DEFINITIONS

Cintas (the “Company”) - strives to maintain a safe and healthy workplace for our Partners and Contractors. All Contractors must report any unsafe work or environmental conditions which *has* or *could* have an adverse impact to human health or the environment. Contractors are to ensure the health and safety of their workers and any person likely to be affected by the workers’ actions. Contractors have the right to know about hazards and the means used to control or eliminate the hazards. Contractors have the right to participate in workplace safety activities and to refuse to work in an unsafe or environmentally detrimental condition.

This document provides all Contractors with the minimum Safety, Health and Environmental (S&H) standards required while working on and/or adjacent to “Company” premises. Non-compliance with S&H requirements is treated the same as non-compliance with any contract provision, and may result in work stoppage or Contractor removal from the premises. Willful or repeated non-compliance may result in Contractor dismissal and contract termination.

Cintas requires that Contractors:

1. Meet the guidelines outlined in section 3 of this manual before any work may commence on “Company” premises.
2. Ensure all workers are at least 18 years of age.
3. Contact a “Company” Representative before proceeding, if the standards in this manual are not clearly understood, or if situations arise which are not covered by this manual.

All contractors may be subject to the requirements of this manual, however contractors defined as high hazard that perform work as listed below must comply with the requirements contained within.

- All electrical work
- Work from ladders or at elevations at or above four feet, including company roof tops
- Work inside or involving confined space entry
- Work requiring Lock out/ Tag out
- Rigging/lifting operations involving PIT’s, cranes or hoists
- Operation of any Powered Industrial Truck
- Work that requires cutting, brazing or welding
- Repair or maintenance of plant equipment that involves the removal or disabling of safety guards or devices of any kind
- Repair or maintenance of utilities (electrical, natural gas, steam, etc.) connected to plant equipment
- Work involving potential exposure to industrial chemicals
- On site vehicle maintenance and repair



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Non-disclosure: The Contractor agrees to not disclose to any third party any confidential information regarding Cintas which Contractor has obtained or creates as a result of performing the contract. Contractor shall review its contractual confidentiality obligation with its designated Cintas representative and periodically inform workers and subcontractors of the requirements.

## **US / CANADA REGULATORY REQUIREMENTS & CONTRACTOR'S RESPONSIBILITIES**

Contractor is responsible for complying with applicable US and Canadian Federal, State and/or Provincial and local S&H regulations. Contractor must also comply with the requirements listed in the Contractor Safety Manual and any site-specific and/or business unit policies and procedures that are applicable to the project Scope of Work (SOW).

The standards presented in this document are not an exhaustive list of all applicable requirements and regulations. As a general rule, if there is uncertainty over which legislation applies (i.e., Federal, State, Local or Provincial) comply with the most stringent requirement.

For US Contractors, the Occupational Health and Safety Administration (OSHA) General Industry Standards (CFR1910), Construction Standards (CFR1926) may apply depending on the nature of the work. For work being performed in State run OSHA programs, the applicable state standards will apply.

For Canadian Contractors, provincially regulated sites must follow the Canadian Occupational Health and Safety Act and all Provincial Regulations and Codes specific to the Province of where the work is being performed.

The Contractor is ultimately responsible for determining regulatory applicability and assuring compliance.

### **General Definitions / Acronyms**

**ASSEMBLY AREA:** A pre-determined location in which to assemble and conduct a roll call in case of an emergency evacuation.

**“COMPANY”:** Cintas Corporation, or one of their subsidiaries, affiliates and/or business units.

**CONTRACTOR:** Any company or person contracted to perform short or long-term work for the “Company”. This includes contractors, sub-contractors and any third party inspectors or consultants.



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**CONTRACTOR REPRESENTATIVE:** Any person or persons authorized by the contracting company to oversee and supervise personnel, or make decisions related to goods and services provided to the “Company”.

**Cintas Contractor Safety Manual (CSM) Forms:** “Company” forms are referenced within this document and are applicable to both US and Canada. All applicable US and Canada Contractor Safety Forms can be found on the internet at:

[http://www.cintas-corp.com/company/supplier\\_relationships/Vendor-Compliance.aspx](http://www.cintas-corp.com/company/supplier_relationships/Vendor-Compliance.aspx)

**HIRING MANAGER:** May include but not limited to the General Manager (GM), Plant Manager (PM), Supervisor, Maintenance Engineer or Regional Engineer – the lead person that is accountable for applying knowledge, skills, tools, resources, and techniques to all project activities, ensuring that project results meet stakeholder needs and expectations. The Hiring Manager maintains and controls all logistics and documentation related to project completion.

**INDUSTRIAL CHEMICAL:** Any chemical not designed for consumer use and/or any chemical not used in consumer quantities (more than one gallon on premises)

**PREMISES:** References to Premises includes; company property, job and worksite. Any real property on which Contractor will be working, whether owned by “Company” or not, including: facilities, roads, parking lots, public right-of-ways and common areas.

**REPORTABLE INCIDENT:** Any act, incident, injury, occurrence, unwanted release of energy, unwanted release of product or near miss that is not considered a normal operating procedure and/or an occurrence that results in worker injury, or damage to equipment or property.

**NEAR MISS:** An undesired event or a condition that, under slightly different circumstances, could have resulted in injury, damage or other loss.

**SOW:** Scope of Work - Includes the purpose of a Project and Project Definition to reduce and ultimately eliminate ambiguity. Scope planning will demonstrate clear, detailed communication among the project stakeholders that results in a clearly defined project with little interpretation. Specific project tasks, critical dates, and quality control measures are identified during scope development and project definition.



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## SECTION 2: CONTRACTOR SAFETY PROGRAM ADMINISTRATION

Contractors are expected to comply with all requirements contained within this manual. The “Company” retains the right to question Contractors regarding the content of this manual and to stop work if contractors are observed operating in disregard to the S&H requirements contained and referenced within.

## SECTION 3: PRE-JOB REQUIREMENTS

All high hazard contractors as defined in section one of this manual are required to complete and submit the following before work, or a bid is awarded.

- Contractor qualification form #1
  - This form is required to be submitted before initial work and annually thereafter for recurring work.
- Pre-job safety assessment and permit to work form #2 (completed per job unless scope of work does not change and is approved by Cintas Corporate Safety and Health).

Additional approvals by Cintas Corporate Safety and Health will be required depending on the scope of work. Examples may include but are not limited to:

- Any work involving scaffolding, whether fixed or mobile.
- Trenching and/or excavation work.
- Work performed on roof tops without a Cintas roof monitor.
- Work involving the disturbance or removal of lead (buildings built prior to 1978)
- Asbestos disturbance or removal (buildings built prior to 1980)
- Work involving cranes and/or rigging
- Welding of stainless steel



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Cintas requires the Contractor to have satisfactory rates at or below the NAICS industry averages as measured by the latest data available from the US Bureau of Labor Statistics (BLS). (Rates can be found at [www.bls.gov](http://www.bls.gov) )

Contractors with rates above industry averages will be subject for review to determine if the work can be performed safely before the work begins.

All vendors, suppliers and contractors are required to meet minimum insurance and indemnification requirements as established by Cintas policy C-57. These requirements differ slightly depending on the nature of the goods or services provided, and whether the vendor, supplier or contractor has a valid Corporate Purchasing Agreement (CPA). The Cintas hiring manager will provide you with the necessary documents to ensure compliance.

Contractors shall submit proof of programs and/or training relative to the scope of work at any time before, or during the job process if the scope changes. If asked, the contractor must submit the information in the time frame requested. The “Company” reserves the right to cancel/postpone, temporarily stop, discontinue or terminate the services of the contractor should programs and/or training not be submitted within the time frame requested. Examples of programs and training may include, but are not limited to:

- Lock out Tag out
- Confined Space Entry
- Fall Protection
- Live Electric (NFPA 70E)
- Scaffolding (Must be approved by Cintas Corporate Safety and Health)
- Trenching (Must be approved by Cintas Corporate Safety and Health)
- Cranes/Rigging (Must be approved by Cintas Corporate Safety and Health)
- Safety Data Sheets for applicable chemicals



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## SECTION 4: MONITORING OF WORK AND CONTRACTOR/VISITOR LOGS

- Once work has started, the “Company” reserves the right to monitor or observe the actions of the contractors and assess the overall safety of the work site. These observations may be documented by the “Company” to ensure all requirements of the Contractor Safety Manual are being met. Should concerns arise through these observations, appropriate responses will be executed using the guidance referenced in section 6 of this manual.
- The Contractor Safety Manual is available for review at each job site. In addition, the manual may also be downloaded from the internet at:  
[http://www.cintas-corp.com/company/supplier\\_relationships/Vendor-Compliance.aspx](http://www.cintas-corp.com/company/supplier_relationships/Vendor-Compliance.aspx)
- The Contractor must maintain a daily list of all on-site workers. All visitors to Company premises must sign in each time they enter/leave. Visitors must not be granted entry without prior permission of the “Company” Representative.
- The “Contractors/Visitors Log” will be utilized to document the sign in / out requirement. Contractors must sign in at the location designated by the “Company” representative.

## SECTION 5: CONTRACTOR DUTIES AND RESPONSIBILITIES

Contractors must provide direct supervision of their employees and subcontractors. It is the expectation of the “Company” that any contractor who subcontracts work out, will hold said subcontractor to the same reporting and safety requirements that are contained within this manual.

## SECTION 6: DISCIPLINARY ACTION

If any Contractor requires, requests or allows workers to work in or around unsafe conditions or violates environmental permits or regulations, Cintas may remove the Contractor or any of its individual workers from Company premises.

For example, immediate and permanent removal may occur if any of the following activities are observed:

- A. Openly exhibits disregard, defiance, or disrespect for the safety program
- B. Violates established safety or environmental rules, regulations, procedures or codes
- C. Participates in fighting, violence, threats of violence, any harassing activities, theft, or destruction of property
- D. Possesses weapons including but not limited to firearms or knives not typically used in conjunction with normal work tasks.
- E. Falsifying documents or information



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## **SECTION 7: ACCIDENT / INCIDENT REPORTING, INVESTIGATION**

All reportable incidents must be conveyed to the “Company” representative. If required, the Contractor must notify the applicable regulatory agency within the required reporting requirements.

## **SECTION 8: ALCOHOL, ILLEGAL DRUGS AND FIREARMS**

The possession, distribution, promotion, manufacture, sale, use, and abuse of illegal drugs, drug paraphernalia, controlled substances, alcoholic beverages and weapons by workers while on “Company” premises is strictly prohibited. Unless state or local law provides otherwise, contractors and guests, regardless of whether or not licensed to do so, may not carry or transport any firearm or weapon, whether or not concealed, at the workplace, on any “Company” owned or leased premises, including parking lots.

Contractor is subject to searches which includes personal effects and automobile if it is located on the premises. Such searches may be conducted when there is a reasonable basis to suspect that the work performance or on-the-job behavior may have been affected by alcohol/drug use or that the contractor has sold, purchased, used, or possessed illegal drugs or alcohol on the job site.

## **SECTION 9: SECURITY REQUIREMENTS**

“Company” premises are not to be accessed by contractor, vendors, or suppliers without prior authorization.

Only designated roads, gates, and doors should be used for entry or exit. Contractor’s employees must park in the areas designated by the work location point of contact.

Where permitted by law, US contractors may be required to undergo successful background screening prior to being granted access to “Company” premises. The term premises is used in its

broadest sense and includes, but is not limited to, all jobsites, projects, network or cyber access, and property owned, leased, operated or otherwise under the control of Cintas.





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When entering and exiting “Company” premises, vehicles and belongings are subject to screening. Contractor may be required to present valid government photo identification (e.g.; State/Province Issued Driver’s License, Passport and/or a Government Agency ID) to security or premises personnel and sign in and out of the premises.

Contractor may be required to review security requirements, undergo training sessions as appropriate, understand information protection requirements, and complete certain security paperwork (e.g. a Non-Disclosure Agreement) before being allowed to enter “Company” premises. Contractor must cooperate with all security requirements.

Contractors are required to comply with any and all location specific security plan requirements.

Anyone entering the premises should be aware at all times and report to a “Company” representative anything that is suspicious which include at a minimum:

- Recognition of characteristics and behavioral patterns of persons who are likely to threaten security;
- Observation of any suspicious activity, theft, vandalism, and suspicious or dangerous substances or devices.
- Any unauthorized filming or photography.

Security Awareness for Information Protection must include;

- Contractors should exercise discretion in discussing proprietary information in public places where conversations can be easily overheard.
- Proprietary information, in any form, should be handled and stored in a manner which ensures its security.
- Care should be taken to protect documents, conversations, and information posted in public view from visitors to company offices.

### SECTION 10: EMERGENCY PLANNING

In conjunction with the “Company”, the Contractor must develop a project specific emergency action plan. The plan should include shelter locations for severe weather, exit routes and assembly areas in the event of a fire, hazardous materials release or like event, and the process for informing emergency personnel (fire department, police etc.) that an event has happened.



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## SECTION 11: WORK CLOTHING

Normal work attire includes sleeved shirts and long pants and is required at all times. Where hazards exist due to moving parts on machinery or equipment, clothing and hair must be maintained to avoid entanglement.

## SECTION 12: PERSONAL PROTECTIVE EQUIPMENT (PPE)

The contractor must supply all required PPE to their workers. It is the sole responsibility of the contractor to determine the PPE needs based off the pre-job safety assessment and permit to work form completed before work begins. Should the scope of work change during the job, the contractor should reassess the PPE needs before continuing work.

It is recommended that at a minimum contractor's wear safety toe slip resistant boots and safety glasses with side shields. Additional PPE will be based on the pre-job safety assessment and permit to work form.

## SECTION 13: TRAINING

Contractor is obligated to perform applicable safety training relative to the scope of work. Training and documentation for the proper application, use, care and maintenance of safety equipment must be conducted for all affected workers.

Contractor must conduct safety meetings with all employees under their supervision to instruct on the recognition and avoidance of hazards in the work place, and to address all applicable topics covered and addressed in the Cintas Contractor Safety Manual. The meetings may be in the form of toolbox talks or equivalent form.

## SECTION 14: HOUSEKEEPING

Good housekeeping is mandatory. Work areas must be kept neat, clean, and orderly. If a Contractor's work area is not kept clean, Cintas may have the area cleaned and charge the cost to the Contractor. Cintas may also stop work until the area has been cleaned.



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## SECTION 15: ENVIRONMENTAL REQUIREMENTS

Contractors are required to comply with all applicable environmental laws, rules and regulations of the Authorities Having Jurisdiction (AHJ) over the specific location of where work activities are being performed.

Contractor shall maintain equipment to prevent leaks. The Contractor shall take appropriate measures to contain potential leaks and repair leaks promptly.

Contractor must not make any discharges to water that are not permitted or otherwise approved by law. In the event that the Contractor performs a discharge under an applicable state/provincial permit or regulation, they must comply with all applicable requirements.

Contractor must perform work in a manner that prevents effects of soil erosion and sedimentation in compliance with applicable laws, regulations, permits, and “Company” requirements. Clear and grade only areas necessary for construction and within the approved construction boundaries. Separate and replace topsoil in accordance with project requirements.

Erosion and sediment control must be installed, inspected and maintained to contain soil on the construction site and away from road ways, wetlands and water bodies. Disturbed areas must be stabilized and re-vegetated where applicable, as soon as possible following construction in compliance with permit conditions and “Company” requirements or in accordance with landowner requirements.

All Contractors who meet the requirements for needing a Spill Prevention Control and

Countermeasure Plan (SPCC) must comply with all plan requirements. The SPCC, if needed, must be submitted to the Company.

Spills resulting from Contractor activity must be reported to a “Company” representative immediately. Immediate actions will be taken to safely stop the discharge, contain it, and clean it up in accordance with applicable statutory and Company requirements.

“Company” facility/premise may be required to follow applicable Air Permit requirements. Contractors must review the permit with “Company” representative to ensure all Air Permit requirements are followed.

Contractor must properly train their workers on their responsibilities regarding spill notification requirements and have all notification numbers available at all times.



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## **SECTION 16: ENVIRONMENTAL – WASTE AND HAZARDOUS WASTE MANAGEMENT**

Contractor is responsible for the safe use and disposal of chemicals and hazardous materials brought onto “Company” property in compliance with applicable laws and regulations, and for complying with the applicable requirements for generation of hazardous waste.

Contractors that generate hazardous waste must comply with all regulations. No hazardous waste may be disposed in “Company” waste containers. If there are questions, consult “Company” representative.

Contractor is responsible for disposing of waste generated during and by project activities