



Texas A&M Forest Service Safety Manual

Contractor Safety Management

This safety manual covers contractor safety management guidance to manage contractor safety and to protect employees and visitors. This safety manual does not seek to provide step-by-step instruction but serves as a guide, thus providing leaders the latitude to develop best practices for their unit.



Safety Manual—Contractor Safety Management

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PURPOSE

This manual is designed to give Texas A&M Forest Service employees and leaders a reference manual to use as a guideline for managing contractor safety. Its purpose is to enhance the safety of staff and guests as well as the protection of the environment during activities performed by contractors, subcontractors and vendors working for the Texas A&M Forest Service.

CONTACT INFORMATION

Environmental Health and Safety Officer (EHSO): (979) 458-6697 or safety@tfs.tamu.edu

COMPLAINT PROCEDURE

The chain-of-command is the primary venue for voicing and correcting workplace safety and health concerns. If the chain of command does not adequately address employee concerns, contact the agency's Environmental Health and Safety Officer.

RESPONSIBILITIES

Construction Projects over \$10 Million:

- The agency has never had a construction project over \$10 million, and none are anticipated.
- If the agency were to have a construction project over \$10 million, the project would be administered by A&M System Facilities, Planning & Construction (FP&C), and they would be responsible for ensuring proper contractor safety management on the project.
- The agency's EHSO would be responsible for interfacing with the FP&C project manager regarding specific agency safety requirements to be addressed with the contractor.

Construction Projects under \$10 Million:

- The agency utilizes AgriLife Facilities & Construction staff to manage all construction projects.
- For each project, AgriLife Facilities & Construction assigns a staff member to manage the project from design through construction.
- For projects on the campus of Texas A&M University, the university designates a project manager and the AgriLife Facilities & Construction project manager interfaces between the agency and the university project manager.
- Prior to commencement of construction, a kickoff meeting is held by the project manager to go over all of the requirements including safety and any agency or university rules related to the site.



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- The agency's EHSO is responsible for interfacing with the AgriLife Facilities & Construction project manager regarding specific agency safety requirements to be addressed with the contractor.

Maintenance & Repair Projects:

- The agency has a small facilities staff that performs certain maintenance and repair projects to agency facilities.
- Repairs or maintenance involving a licensed trade are contracted under agency purchasing procedures.
- The agency's standard contracting terms and conditions include requirements and certifications related to compliance with all applicable federal regulations, including the Occupational Safety and Health Administration (OSHA).
- The agency's standard contracting terms and conditions include insurance and indemnification requirements approved by Texas A&M University System Office of General Counsel (OGC).
- These tend to be very small projects involving one or two contractor employees, so EHSO engagement is generally not required.
- If there is a health or safety issue being addressed (e.g. asbestos testing/removal, water testing, paint testing for lead, etc.), the EHSO is engaged with the unit, purchasing and the vendor to ensure that it is properly handled.