



# Safety Agreement



# Purpose

Information provided about the required HSSE procedures necessary to be issued a work order or conduct work for OneSource (OSBT)

- ❖ EX: Incident Reporting, EAP, JSA, PPE, Exit Interview, use of equipment, & other safety/environmental issues

Not all safe conduct & circumstances can be anticipated in written programs or regulations

- ❖ Supervisors have the authority & responsibility to put an immediate end to any situation they consider unsafe

In the absences of a qualified written OSBT program, OSHA standards will apply

- ❖ Any machinery and/or aspects of work within the facility must be in full compliance with OSHA engineering & performance standards

While working for OSBT, you are required to follow the directive of any OSBT Management in this regard

- ❖ Any safety concerns or observations you may have while in the facility should be reported immediately to OSBT Project Manager/Coordinator & HSSE Team



# Responsibilities

## Partners & Technicians

- ❖ Read & sign the Safety Agreement Policy & understand requirements before conducting work for OSBT
- ❖ Report incidents to OSBT HSSE Team & follow Incident Reporting procedures
- ❖ Signing in/out by conducting Exit Interviews
- ❖ Participate & coordinate in scheduling activities & safety meetings

## Employees

- ❖ Ensure partners, technicians & other employees are aware of the information in this agreement

## Project Managers (PM) & Project Coordinators (PC)

- ❖ Responsible for the onsite operations during a work order
- ❖ Any questions, problems, or concerns can be discussed with them first
- ❖ Ensure everyone is informed & understands any additional programs or procedures that may affect work at the facility





# Responsibilities



# Responsibilities

## Managers & Supervisors

- ❖ Ensure everyone is aware of the information in this agreement
- ❖ Implement, train, & manage Partner & Technician provision of this HSSE agreement, including:



Management  
leadership



Worker  
participation



Hazard  
identification



Hazard  
prevention &  
control



Education &  
training



Program  
evaluation &  
improvement



# General Requirements

Before accepting or completing work for OSBT, Partners & Technicians must be aware of & comply to the safety programs

- ❖ Copies of applicable safety programs in effect at the facility where work will be performed are available from OSBT upon request

OSBT Partners & Technicians must:

- ❖ Acknowledge the receipt of this info
- ❖ Agree to abide by its provisions
- ❖ Accept responsibility for informing employees who will be performing work for OSBT

DEPENDING UPON THE TYPE OF WORK PERFORMED (AT MINIMUM) THE  
FOLLOWING PROGRAMS, CERTIFICATIONS, & AGREEMENTS ARE  
REQUIRED:





# INCIDENT REPORTING

Report any near miss, exposure, work hazards, unsafe work practices or work-related injury or illness

	Partners & Technicians	Employees, Supervisors, & other designated employees
<i>Who to report to?</i>	Project Manager (PM) / Project Coordinator (PC)	Member of the HSSE Team
<i>When to report by?</i>	Immediately	End of Day (EOD)

An injury or illness is considered serious if:

- ❖ Requires inpatient hospitalization for more than 24 hours
- ❖ Loss of any member of the body
- ❖ Serious degree or permanent disfigurement





# PERSONAL PROTECTIVE EQUIPMENT

## (PPE)

Partners & Technicians are responsible for providing their own PPE

- ❖ Additional equipment may be required, depending on the type of work being performed & the individual contractors PPE program



## HAZARD COMMUNICATION

### (HAZCOM)

*Standard Hazardous Materials Identification (HDIS):*  
labels used on all containers of hazardous chemicals or substances

*Safety Data Sheets (SDS):*  
available for all chemicals/substances used at the facility

If it is required to bring hazardous chemicals/substances into the facility

- ❖ Even on sample, trial, or temporary basis, a SDS covering the material must be supplied
- ❖ Promptly remove any unused or unwanted quantity at the job site





# JOB SAFETY ANALYSIS

## (JSA)



### Job Safety Analysis (JSA) Form

Please complete in full and return to OSBT with your collateral.

#### General Information

JSA Performed By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Job Safety Analysis

OSBT Ticket #:	Site Location:		
<b>Incident #'s</b>			
1. Struck Against	4. Contract By	7. Fall	
2. Struck By	5. Caught In/On	8. Overexertion	
3. Contact With	6. Caught Between	9. Exposure	10. Spill/Splash
<b>Incident #</b>	<b>JOB ANALYZED</b>	<b>POTENTIAL HAZARDS</b>	<b>SOLUTION</b>
<i>SAMPLE</i>	<i>Wireless AP Install</i>	<i>Working at Heights above 6'</i>	<i>Lift Inspection Discuss Tie off Point</i>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Darron Covington Job Title: Technician

JSA's should be completed for **ALL High Risk service events**, scopes include: Working at heights above 6' (lifts and/or ladders), Use of hand & power tools, excavating, trenching or boring, People transport, Confined Space, Hot work or LOTO. Contact [HSSE@osbt.com](mailto:HSSE@osbt.com) to confirm.

If a work order presents a hazard, Partners & Technicians are required to perform a JSA

- ❖ The steps on the form are used to help you identify, break down, & prevent a hazard
- ❖ PM/PC will provide a JSA form if needed



# EMERGENCY EVACUATION & FIRE PREVENTION

Partners & Technicians must sign-in or sign-out upon entering or leaving the building

Emergency Evacuation Procedures are posted throughout the facility

- ❖ Everyone is required to be familiar with these procedures prior to working at the facility



Anyone who brings a flammable material in the facility must submit a list of the materials to the PM/PC & plant manager immediately

- ❖ Contractors will be informed by PM/PC about flammable materials that are used/stored in the areas of the facility where they will be working



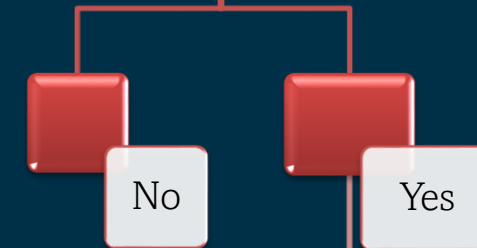


# EXIT INTERVIEW

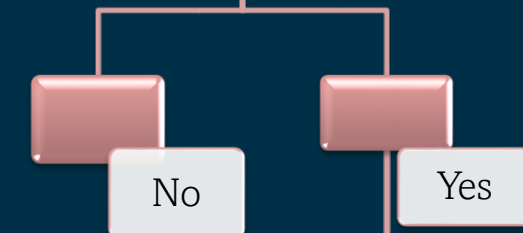
: procedure designed to monitor health, safety, & environmental performance of employees, partners & technicians to ensure behavior-based compliance

Send your answers to a member of the HSSE Team

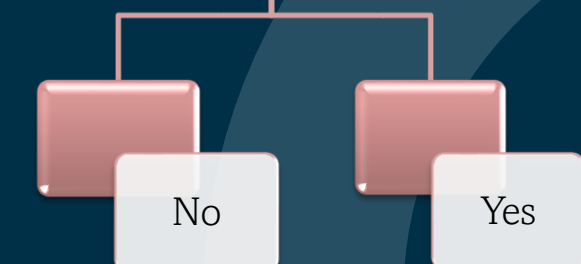
In your work environment, did you identify any health, safety, or security issues?



Were you physically affected in any way?



Did you require First Aid?





# Thank you for completing the Safety Agreement training!

Please complete the [Partner Safety Agreement](#) quiz to receive credit for this module.

 [HSSE@osbt.com](mailto:HSSE@osbt.com)

 [osbt.com](https://osbt.com)

