



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



Employees

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

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

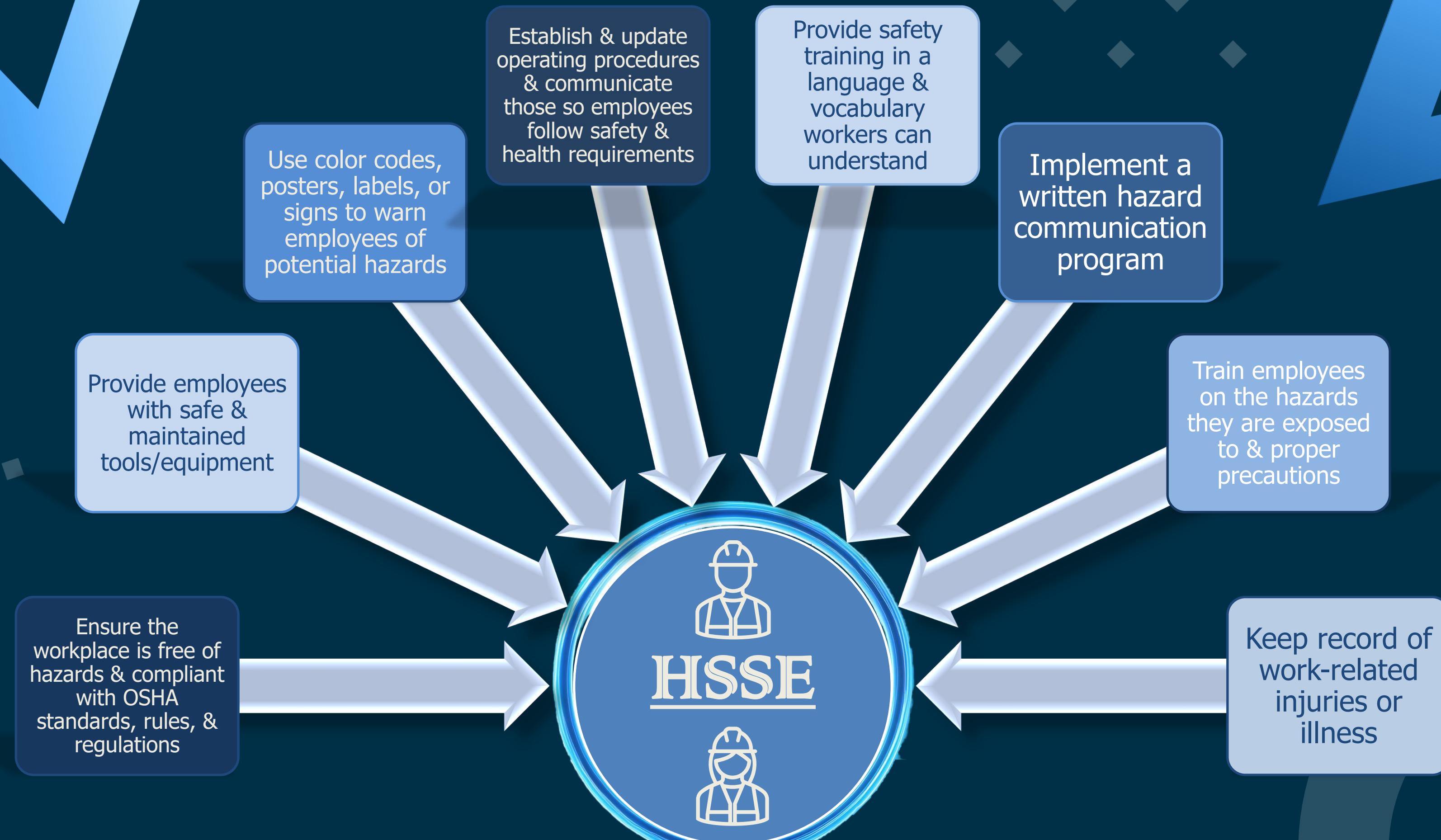


Project Managers (PM) & Project Coordinators (PC)

- ❖ 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:



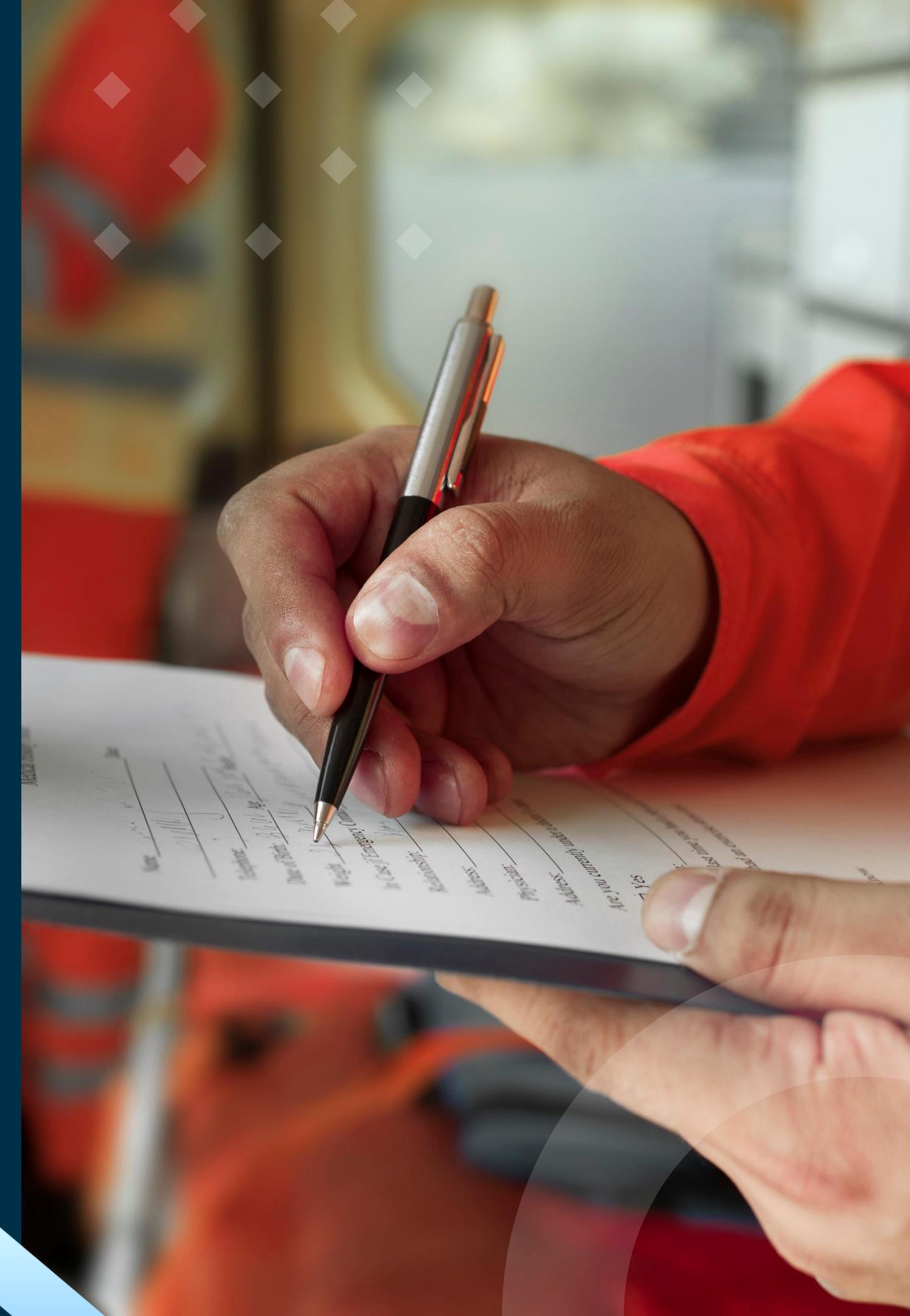
INCIDENT REPORTING

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 (HDI):
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) 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:		
Incident #'s			
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
Incident #	JOB ANALYZED	POTENTIAL HAZARDS	SOLUTION
SAMPLE	Wireless AP Install	Working at Heights above 6'	Lift Inspection Discuss Tie off Point

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 to confirm.

JOB SAFETY ANALYSIS (JSA)

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

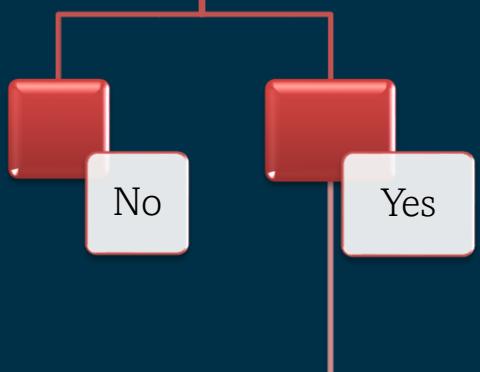


EXIT INTERVIEW

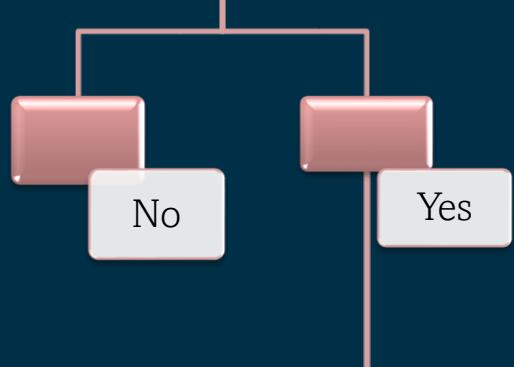
: procedure designed to monitor health, safety, & environmental performance of employees, partners & technicians to ensure behavior-based compliance

Send your answers to a member of the HSSE Team

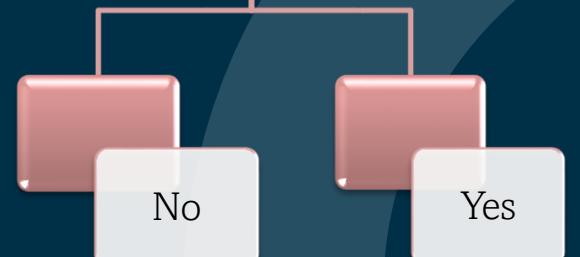
In your work environment, did you identify any health, safety, or security issues?



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



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