

Appendix D – Contractor Pre-Task Checklist
(Must return to Project Manager 72 hours in advance)

Purpose: The purpose of this Pre-Task Checklist is to help Helmer assess the potential effect of the work of the undersigned contractor ("**Contractor**") on Helmer's operations and the safety of Helmer's employees; having Contractors who work safely is critical to avoiding disruption to Helmer's operations. The **Contractor is solely responsible for project safety and the safety of Contractor's employees and subcontractors.** Nothing in this Pre-Task Checklist is intended to relieve the Contractor of its independent duty to select and implement the means and methods of assuring a safe worksite in accordance with applicable laws and regulations.

Instructions: Contractor must complete this form and submit it to the Helmer Project Manager before starting work. If there are multiple questions on one topic, all must be answered. **"I don't know" is not an acceptable answer. Contractor must answer questions in sufficient detail for Helmer to understand what Contractor proposes to do and how Contractor proposes to minimize risks to Helmer's operations inherent in the project.** Provide additional documentation to explain risks and plans to mitigate them as required. If the information supplied by the "contractor" changes once work begins, a new pre-task checklist should be supplied to site EHS manager.

Contractor Information	Project Information
Company:	Project Title:
Address:	Project Manager:
Date of work:	
Phone:	Expected completion date:
Brief overview of the tasks included in the agreed upon scope of work prior to the start of the project: (Note: all additional fields must be completed in addition to this overview or this pre-task should be returned to the contractor for re-work prior to the start of the project):	

Pre-Task Checklist

Work Functions:	Yes / No / NA	Description of Task:
CONSTRUCTION: Will Contractor perform construction on any Helmer owned or leased property, including buildings, racking, storage facilities, docks, or trailer yards? What construction will be performed, where and how long will the project last?		
OPERATIONAL DISRUPTION: Will Helmer's operations be disrupted, such as by closing an area, rerouting walkways, closing parking, or closing		

<p>an access road? If so, when and where?</p>		
<p>HEALTH AND SAFETY TRAINING: Have Contractor personnel received all required training? Does Contractor have the training documentation readily available?</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT: What, if any, tasks performed will require the use of personal protective equipment?</p>		
<p>SIGNAGE, BARRICADES, WORK ZONE ENCLOSURE: Are safety signage, barricades or other means of warning or enclosure needed to keep unauthorized personnel from entering the work area? Where will they be installed? How long will they be up?</p>		
<p>DOCK & TRAILER YARD: Will Contractor be using an Helmer dock or bay door?</p>		
<p>FIRE SYSTEM IMPAIRMENT: Will the project impair the fire prevention system (including alarms, smoke detectors and sprinkler heads) or other alarm systems? If so, how often and how does Contractor plan to communicate such impairments to the Helmer Project Manager?</p>		
<p>EMERGENCY EGRESS: Will this project cause a change in evacuation routes or emergency exits? If so, where will the evacuation routes or emergency exits be changed? How long will the change last?</p>		
<p>PHYSICAL NUISANCES: What physical nuisances (<i>e.g.</i>, excessive dust, odors, noise, or vibration) will the project generate? How prevalent will those nuisances be?</p>		
<p>FIRE PREVENTION/HOT WORK: Will this project require hot work, such as grinding, welding, cutting, or</p>		

<p>burning, for which a hot work permit or fire watch is required? How often will Contractor perform such hot work?</p>		
<p>CRANES, RIGGING, DERRICKS & HOISTS: Will large, heavy loads be moved through the use of cranes, rigging, derricks and hoists, including elevators and conveyors? If so, where and how often? There is a guidance document if needed for reference on page 15.</p>		
<p>LASERS OR RADIOACTIVE DEVICES: Will ionizing radiation sources (radiation or X-rays) or non-ionizing sources (lasers) be utilized to perform the scope of work? If so, where and how often?</p>		
<p>HAZARDOUS ENERGY CONTROL (LOCKOUT): Will this project result in modifications or additions to existing mechanical systems, pressurized systems, electrical conduits, breakers, or circuitry that will require the use of lockout? What, if any, tasks require lockout?</p>		
<p>ELECTRICAL: What, if any, tasks on this project will include working in or around electrical panels?</p>		
<p>POWERED INDUSTRIAL TRUCKS (PIT): What, if any PIT equipment, will be used in this project?</p>		
<p>CONFINED SPACE ENTRY: Will this project require entry into a confined space, such as a pit, vault, hopper, or baler? If so, where, and are the employees who will perform such work specifically trained for it?</p>		
<p>WORKING AT HEIGHTS: What, if any, tasks will be performed where there is the potential for a fall of</p>		

<p>greater than 4 feet/1.2 m? Are the employees who will perform work at heights specifically trained for it?</p>		
<p>LADDERS AND PORTABLE STAIRS: What, if any, tasks will require access to areas through the use of ladders or portable stairs?</p>		
<p>SCAFFOLDS: What, if any, tasks will require scaffolding? Are the personnel who will be working on, or erecting, scaffolding specifically trained for those tasks?</p>		
<p>AERIAL LIFTS: What, if any, tasks will require the use of aerial lifts and where will they be used?</p>		
<p>COMPRESSED GASES: What, if any, tasks require use of compressed gases such as compressed air, oxygen, acetylene, nitrogen, <i>etc.</i>? What safety precautions will Contractor take in using such gases?</p>		
<p>POWER ACTUATED TOOLS: What, if any, tasks require tools that are powered through electric, pneumatic, liquid fuel, hydraulic, or powder-actuated means?</p>		
<p>CHEMICAL PRODUCTS: What chemicals will be stored at Helmer's site? How long will Contractor need to store chemicals at Helmer's site and how will they be stored?</p>		
<p>DISPOSAL OF REGULATED/ HAZARDOUS WASTE: Will the project result in waste that is either regulated or governed by specific handling or disposal regulations (<i>i.e.</i>, asbestos, lighting, lead, electronics, or chemicals)? If applicable, what are Contractor's plans to dispose of such waste on a daily basis?</p>		

<p>HAZARDOUS BUILDING MATERIALS: Will Contractor bring to the site or disturb any hazardous building materials that contain asbestos, lead, mercury, PCBs or other hazardous chemicals? If so, why and where in the facility will they be used?</p>		
<p>ENVIRONMENTAL: Will work performed cause any environmental concerns, such as poor air quality, water or air contamination or hazardous waste storage (greater than one shift) or disposal? If so, how will Contractor mitigate those concerns?</p>		
<p>INSPECTIONS: Will any personnel or agencies be brought onsite to inspect work being completed by the contractor?</p>		

Notification of Control of Hazardous Energy Procedures:

- In compliance with OSHA 1910.147 (Control of Hazardous Energy/ Lockout Tagout), Helmer is providing a brief summary of its energy control procedures:
 - All machinery falling under the requirements of 29 CFR 1910.147 is locked out during servicing, cleaning, or set-up.
 - Employees utilize red locks and “Danger: Do not operate Tags.”
- If your company is locking out equipment, you must provide the contact person with a copy of your lock out procedures. Attach a copy to this checklist.

Notification of Globally Harmonized System of Classification and Labelling of Chemicals

In compliance with OSHA 1910.1200(e)(2) (Multi-employer workplaces), Helmer is providing a brief summary of its Hazard Communication Program which includes:

- The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;

- The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies;
- The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

Guidance for Crane, Rigging, Derricks & Hoisting Operations

- This guidance is provided for contractors to utilize as needed when planning work that is in accordance with cranes, rigging, derricks, or hoisting operations. Helmer EHS professionals are not qualified persons to inspect or authorize lifting activities.

Crane, Rigging, Derrick & Hoisting documentation and information:

1. Description of step by step lift plan.
2. Documentation on how each individual conducting rigging activities is qualified.
3. Manufacture model number of equipment performing lift.
4. Weight of object being lifted.
5. Weight of rigging.
6. Max load capacity of equipment at Center of Gravity. (CG can be found on the data plate)
7. Is there a lift diagram provided by manufacture?
8. If a forklift attachment is being utilized does the contractor have approval from manufacture?

Contractor Pledge

Contractor will ensure all necessary precautions are taken to protect the safety and health of Helmer's Associates, visitors, and vendors, and will ensure compliance with applicable state and federal regulations. Contractor hereby acknowledges that Contractor is solely responsible for project safety and the safety of its own employees and subcontractors.

Contracted Company: _____

Name: _____ Title: _____

Date: _____

Helmer Scientific Fill Out Portion Below

Reviewed By Project Manager	
Name Project Manager	
Title	
Signature	
Date	
Reviewed by EHS Manager	
Name EHS Representative	
Title	
Signature	
Date	