

Contractor's Safety Checklist & Acknowledgement
for
Risk Management Program Facilities
(Program 3 Facilities)

While working at this facility, all contract personnel are expected to conduct their business within the guidelines set forth by all local, state and federal requirements. The management of this facility has the right to inspect the work site for environmental, health and safety violations, as well as job performance.

Specifically, because this facility is regulated under Section 112(r) of the Clean Air Act, the facility has certain regulatory requirements to comply with EPA's Risk Management Program requirements. This facility is regulated because it stores, transfers or processes a sufficient quantity of the following substances:

Check all that apply: ☐ Anhydrous ammonia
 ☐ Aqua ammonia
 ☐ Nitric acid
 ☐ Other: Specify _____

The purpose of this Checklist is to ensure the contractor is advised of the Risk Management Program requirements for this facility and while working on, around, or involved in, a regulated process maintains the standard of safety and accident-prevention as set forth in the facility's Risk Management Plan (RMP). This facility's goal is to prevent any accidental releases of regulated substance(s). To do this, the person responsible for RMP compliance at this facility **will as a minimum requirement**: (Confirm each requirement with a checkmark)

- ☐ Provide a copy of the most current RMP to the contractor.
- ☐ Inform the contractor of all hazards associated with completing their work at this facility.
- ☐ Inform the contractor of any hazards deemed unique to this facility or process.
- ☐ Inform the contractor of lockout/tagout program and procedures.
- ☐ Inform the contractor of line breaking and hot work program and permit requirements.
- ☐ Inform the contractor of confined space program and permit requirements.
- ☐ Inform the contractor of respiratory protection program and procedures.
- ☐ Show the contractor the location of the SDS file or provide the contractor with copies.
- ☐ Show the contractor the location of the Emergency Plan or provide the contractor with a copy.
- ☐ Provide the contractor with sufficient time and access to expertise to answer any questions.
- ☐ Require the contractor to perform or provide a Process Hazard Analysis on the process prior to startup of the operation or process.
- ☐ Require a copy of the completed Process Hazard Analysis document to be maintained on file with the facility's RMP records.
- ☐ Sign as a facility representative, and require the signature of a contractor representative, attesting the requirements of this checklist, at a minimum, have been executed.
- ☐ May require copies of any written procedures, reports or other documentation produced as result of an accidental release at this facility.

The person responsible for RMP compliance at this facility **may also, at their option require**:

- ☐ A certificate of insurance from the contractor.
- ☐ The contractor to name the facility as an additional insured on the insurance certificate.
- ☐ Require the contractor to produce copies of any paperwork, including, but not limited to, permits, training certificates, written procedures, maintenance records, etc. upon request.
- ☐ Check for contractor's use of required PPE, such as safety glasses, goggles, respirators, etc.
- ☐ Check for contractor's use of required fall protection.
- ☐ The contractor to provide the facility with the SDS for any substance brought on-site.
- ☐ The contractor to report all accidents or injuries that occur on-site within a set timeframe.

We hereby certify that we have reviewed this information and will (or have) completed the requirements set forth above, and that all work will be performed in compliance with the requirements outlined herein.

_____ (Contractor's Signature)	_____ (Date)	_____ (Facility Representative's Signature)	_____ (Date)
_____ (Contractor's Signature)	_____ (Date)	_____ (Facility Representative's Signature)	_____ (Date)
_____ (Contractor's Signature)	_____ (Date)	_____ (Facility Representative's Signature)	_____ (Date)
_____ (Company Name-Contractor)		_____ (Company Name-Facility)	