

HIRED OUTSIDE CONTRACTORS RECORDKEEPING FORM

CAMPUS _____ LOCATION _____

SUB-CONTRACTOR'S NAME _____

CONTRACTOR'S OFFICE PHONE # _____

CHARGE PERSON _____

JOB DESCRIPTION _____

(Procedure items, as specified in the USM Confined Space Program, have been completed.)

CHECK OFF COLUMN:

When an employer (host employer) arranges to have employees of another employer (contractor) perform work that involves permit space entry, the host employer shall:

- _____ A. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
- _____ B. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, which make the space in question a permit space.
- _____ C. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- _____ D. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces.
- _____ E. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

Summary: Be sure to document on our outside contractor's recordkeeping form each time this procedure is used.

NOTE: *File this form in the appropriate campus FM office - CONFINED SPACE FILE.*

FM REVIEWER: _____

Name

Title

DOCUMENTATION DATE: _____

CONTRACTOR'S (REPRESENTATIVE): _____

(SIGNATURE REQUIRE)