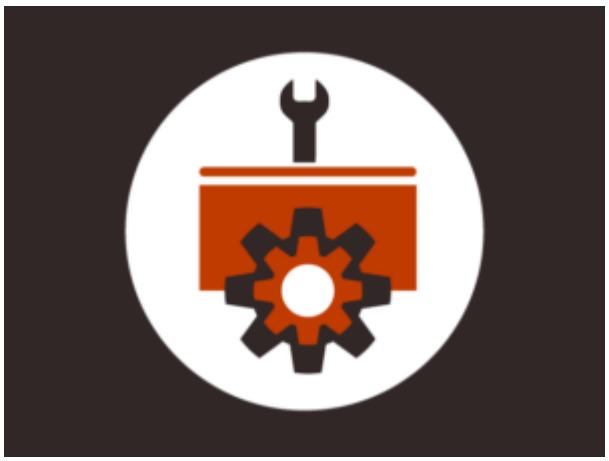
Contractor Safety Program Template



Organization Name

Contractor Safety Program

Purpose

At Organization Name, we not only value the safety of our employees, but the safety of our contractors and their employees as well. This document informs interested persons, including employees, that we have developed a procedure to transmit safety information between the company, our employees, contractors, and the contractor's employees. This written program standardizes information transfer to make sure everyone concerned has the information they need to work safely.

The effectiveness of the "Contractor Safety Program" depends upon the active support and involvement of all employees. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees. It is intended to serve as an additional tool in safeguarding the health and safety of employees.

This written "Contractor Safety Program" establishes guidelines to be followed when contractors are working at our company. These guidelines serve the following purposes.

- To provide a safe working environment.
- To govern facility relationships with outside contractors.
- To ensure that contractor employees and our employees are trained to protect themselves from all potential and existing hazards.

Administrative Duties

The Organization Name *Job Title*, Safety Professional Name, and *Job Title*, Safety Professional Name, are responsible for developing and maintaining this program. A copy of the program may be reviewed by employees. Its location is indicated in the following table.

Table 1. Program Location

Facility	Program Location	Person in Charge of Keeping Program
Facility	***Location***	***Safety Professional Name***
Facility	***Location***	***Safety Professional Name***
Facility	***Location***	***Safety Professional Name***

In addition, Organization Name’s corporate office is responsible for maintaining any records related to the “Contractor Safety Program.” If, after reading this program, you find that improvements can be made, please contact the *Job Title*, Safety Professional Name. Because we are committed to the success of our safety program, we encourage all suggestions. We strive for clear understanding, safe behavior, and involvement from every level of our company.