



**Santa Clara
University**

Contractor Safety Program

**Santa Clara University
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Contractor Safety Program

1. References

Attachment 1: [SCU Contractor Safety Rules](#)

Attachment 2: [SCU Investigation Report](#)

Attachment 3: [SCU Parking Regulations](#)

Attachment 4: [SCU Fire Lane Map](#)

2. Purpose

This program defines the process for ensuring that Contractors working at Santa Clara University follow SCU Environment, Health and Safety (EHS) requirements and comply with applicable local, state and Federal EHS regulations.

3. Applicability

This program applies to all SCU Employees and SCU Departments that hire contractors at Santa Clara University.

4. Definitions

Appropriate Department Director – The Director of the Department that selects a contractor.

Avetta – Contractor Qualification Service

Contractor – Company that is on either fixed or open term contracts (typically providing maintenance, construction, gardening services, security services, pest control, catering, tanker deliveries, etc.). Contractor employees work for the contractor and are not on SCU's salary/ wage payroll.

Contractor Project Work – Contractor work that is required for activities such as, but not limited to a building renovation, compliance upgrade or any construction activity

EHS – Environment, Health and Safety Department

SCU – Santa Clara University

SCU Project Manager – The SCU employee who hires and is responsible for managing the contractor being hired.

5. Procedure

Step 1: Add new contractor to the Avetta Web Portal (if existing SCU Contractor skip to Step 2)

1. Login into Avetta.com with your individual logon. See EHS for help.
2. Request New Supplier and fill out all pertinent information or ask EHS Contractor Safety lead to assist you.
3. Avetta will contact the New Contractor to start the process

Depending on the level of risk associated with an activity or trade, the perspective contractor maybe required to submit additional safety documentation.

4. Avetta Contractor safety management system will guide the contractor/supplier with uploading data
5. Avetta will evaluate the prospective contractor based on the prospective contractor submitted information, industry data gathered and safety documentation (if required).

Step 2: Contractor Selection

1. Green – Contractor is “Acceptable” for Use.
2. Yellow – Contractor will require “additional review” to determine the area(s) of concern.

Note: SCU Project Manager can review Avetta to determine deficiency and contact SCU EHS if needed.

3. Red – Contractor incomplete.

Step 3: Contractor Monitoring

1. The SCU Project Manager shall monitor the safety performance of the contractor on a regular basis, per the life of the SCU Project, and is responsible for addressing any issues identified, including housekeeping and wastes generated by the contractor.
2. When non-compliance with SCU Contractor Safety Rules or a grossly unsafe act is observed, SCU Personnel shall take appropriate action to stop the work. If you do not feel comfortable doing this call Campus Safety 408-554-4444.
3. Any contractor continuing to disregard the SCU Contractor Safety Rules or working in an unsafe manner *may be*:
 - a) Removed from the project for the day.
 - b) Removed from the remainder of the project.
 - c) Excluded from bidding on future SCU Projects until reasonable corrective actions have been taken.

Note: These decisions on contractor removals should be made in consultation with EHS, University Operations Management, SCU Contracts, Risk Mgmt. and the applicable Contractor Representative or Owner.

Step 4: Post Work Evaluation

SCU Project Managers can complete a Post Work Evaluation at the end of their projects and enter into the Avetta System or use an internal contractor review process with their Department Leaders. Items included in the Avetta Post Work Evaluation will only be seen by SCU Personnel. Categories that can be included in a contractor evaluation:

1. EHS Performance and compliance with the SCU Contractor Safety Program
2. Management Performance
3. Quality Performance
4. Overall Rating

The Post Work Evaluations can be incorporated into the Avetta evaluation of each contractor and may adjust the contractor rating.

6. Document and Record Management

Completed records will be maintained as follows:

Record	Location	Duration
Contractor Incident Investigations (see the SCU Incident Investigation Program)	EHS	3 years

7. Roles and Responsibilities

The following are the SCU Contractor Safety Program Roles and Responsibilities:

Group	Responsibilities
SCU Project Manager	Ensure that SCU Incident Investigation Reports are completed
	Enter prospective ongoing contractors into the SCU Contractor Safety Qualification (Avetta) site.
	Monitor safe working practices of their assigned contractor(s) during the project work.
	Take appropriate action when contractors are non-compliant
	Complete post work evaluations as needed
Applicable Dept. Directors	Ensure employees who hire contractors comply with all requirements of the SCU Contractor Safety Program
Contractors	Verify with SCU EHS if any asbestos or lead is present prior to disturbing any construction material.
	Ensure that their employees and all subcontractors have been notified and follow SCU Contractor Safety Rules plus applicable local, state and federal EHS regulations. Failure to comply could result in project termination.
	May be required to provide a Site Safety and Security Plan.
	Follow requirements outlined in the SCU Parking Regulations
EHS Dept. Contractor Safety Lead	Review SCU Incident Reports and provide recommendations
	Conduct review of the Contractor Safety Program to ensure regulatory requirements and program effectiveness.
	Manage the Avetta Contractor Safety Qualification Service

8. Program Approval Record

Rev. No.	Rev. Date	Revision Notes
3	05/23/2023	Updated Avetta information, titles
2	09/15/2016	Integrated Avetta Contractor Review Platform
1	04/23/2015	Updated Contractor Safety Rules
New	04/15/2014	New

9. Program Approval

Signature
Sean Collins, Director of Environment, Health and Safety, signature on file