

M3 Contractor Guidelines

1. All Contractors will adhere to M3 policies and the SHAW Contractor Handbook
2. Project Contractor representative will attend an orientation prior to beginning the project. This will be shared with the contractor employees
3. Contractor representative will report through the Front Office Areas to sign in and out daily (This does not include Break room vendors, deliveries to Supply or Non-Shaw Truck Drivers)
4. Multi-week projects will not require further orientation other than the original, however if new crew members are present that did not attend the original review, the contractor representative will review with new contractor employees before work begins.
5. All Contractors/Break room Vendors in the production, Warehouse, Lab areas will wear florescent vests (orange/green). This also includes work performed outside on M3 property.
6. Project Contractors will conduct daily tool box meetings during the length of the project
7. All contractor incidents (Injuries, Near Misses, Damage) will be reported immediately to the Job Rep
8. Damage to company property will be reported and investigated immediately by the Job Rep, Safety Rep, and Contractor Rep
9. The contractor is responsible for cleaning the work area daily and after the project is completed. All substances used (chemicals, etc) will be removed and disposed of off-site by the contractor. The job rep will inspect the area frequently and at the project end
10. Not following the SES procedures can have a significant Impact on the environment, cause legal violations and loss of reputation for the company. Contractors which violate SES requirements can forfeit their status as an Approved Contractor.

M3 EHS&S Policy

Every teammate and contractor participating in the Safety Process and complying with SES procedures.

Plant M3 is committed to Excellence in Stewardship to the environmental, health, safety, and security performance of the facility and its Teammates.

Name: _____

Signature: _____

Date: _____