

**DOCUMENT NUMBER:** 208

**SUBJECT:** Policy & Responsibilities Contractors & Vendors

**DATE ISSUED:** 11/01/91

**EFFECTIVE DATE:** 11/01/91

**LAST REVISED:** 02/ 22/18

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## CONTRACTORS AND VENDORS

Contractors and vendors doing business with the County, and lessees utilizing County facilities, are required to conduct all operations under contractual agreements and arrangements with the County in a safe manner, and maintain a safe and healthful environment consistent with the County of Riverside's Safety Policy and Program, Cal/OSHA and all applicable laws and regulations.

### I. CONTRACTOR AND VENDOR RESPONSIBILITIES

- A. Contractors and vendors doing business with the County and lessees utilizing County facilities, insofar as possible, are required and expected to:
  - 1. Be continuously cognizant of and provide for the safety needs of their employees and agents, and responsible for establishing and maintaining necessary preventive and corrective measures to minimize safety and health hazards associated with their operations and activities.
  - 2. Control and reduce the potential for accidents and incidents that may cause injury or illness to their employees, County of Riverside employees, and the public.
  - 3. Prevent loss or damage to County and public property.
  - 4. Ensure that their employees are familiar with hazards associated with or inherent to their jobs and, as applicable, are provided necessary tools, equipment, training and information concerning safe work practices.
  - 5. Provide and post in a conspicuous location, all Safety Data Sheets (SDS) relating to all products used during construction, repairs and/or remodeling.
  - 6. Make himself/herself or a representative of the manufacturer available, upon notice, to answer any and all inquiries as they relate to any product used during construction, repairs and/or remodeling.
- B. Upon request, contractors and vendors doing business with the County, and lessees utilizing County facilities, shall provide the County Safety Division with a copy of their safety program and documentation of compliance with all safety laws and regulations (employee training records, verification of required reporting, safety practices, etc.

### II. DEPARTMENT CONTRACT/PROJECT MANAGER RESPONSIBILITIES

- A. Provide copy of County of Riverside Safety Policy and this document (Document Number 208 to all County bidders, contractors and other vendors, and lessees (see note below).

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II. DEPARTMENT CONTRACT/PROJECT MANAGER RESPONSIBILITIES - continued

- B. The Project Manager shall, in conjunction with the Contractor, conduct a meeting with all affected personnel for the purpose of exposing any and all conditions that may result from exposure to these products, such as, odor, dust, or possible allergic reactions. The meeting shall be conducted three (3) days prior to the start of any construction.
- C. Periodically survey contractor/vendor/lessee operations to ensure safety compliance. Discuss safety issues and concerns as may be warranted (see note below).
- D. Inform and provide written documentation to contractors and vendors regarding safety and health hazards inherent to operations (safety and health exposure information: hazardous materials, asbestos notification; proper equipment use if contractor is using County equipment, etc.), as may be required by law.
- E. Ensure that Contractor/Vendor Safety Agreement, Form Number 208 (see attachment), is made a part of all contractual agreements.
- F. Inform the County Safety Officer of any safety concerns, issues, and possible code violations. Contact and coordinate with the County Counsel Office as may be warranted.

Note: Refer to Facilities Management for issues involving capital construction projects, real property management, County owned or leased facilities, architectural/engineering project management, and building inspection requirements.

III. COUNTY SAFETY OFFICER (Safety Division Manager)

- A. To ensure safety compliance of all County operations, periodically survey operations of County contractors and other vendors. Conduct on-going safety observations of large, long-term projects.
- B. Document and issue safety recommendations to department contract or project manager responsible for overseeing contractor work. Meet with contractor and department contract or project manager to discuss concerns.
- C. As warranted, inform and coordinate issuance of recommendations and other actions through the County Counsel Office.
- D. Follow-up to ensure safety compliance.

Note: Work through and coordinate with Facilities Management for contracts involving capital construction projects, real property management, County owned or leased facilities, architectural/engineering project management and building inspection requirements.

**COUNTY OF RIVERSIDE CONTRACTORS AND  
 VENDOR SAFETY AGREEMENT**

Date: \_\_\_\_\_

Contractor / Vendor: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Scope of work summary: \_\_\_\_\_

Location: \_\_\_\_\_

<b>INITIAL</b>	Pursuant to operations and/or services provided under the above contract number, the contractor/ vendor shall conduct all operations in a safe manner and maintain a safe and healthful environment consistent with the County of Riverside’s Safety Policies, Cal/OSHA and all applicable laws and regulations. The contractor/ vendor shall insofar as possible:
	Be continuously cognizant of and provide for the safety needs of employees and agents
	Be responsible for establishing and maintaining necessary preventive and corrective measures to minimize safety and health hazards associated with operations and activities
	Control and reduce the potential for accidents and incidents that may cause injury or illness to employees, County of Riverside employees and the public
	Prevent loss or damage to County and public property
	Ensure all employees and agents are familiar with hazards associated with or inherent to their jobs and as applicable, are provided necessary tools, equipment, training and information concerning safe work practices
	Provide or post in a conspicuous location all Safety Data Sheets (SDS) related to all products used during construction
	Have a representative available, upon notice to answer any and all inquiries as it relates any product used during construction
	Upon request, provide the County Safety Division with a copy of the safety program and documentation of compliance with all safety laws and regulations. Documentation includes employee training records, verification of required reporting, certifications and safety practices

Contractor/ Vendor Representative: \_\_\_\_\_ (Print Name)

County Safety Representative: \_\_\_\_\_ (Print Name)