

## **Section 1.03 Contractor Requirements**

### **1. Scope**

This section sets forth requirements for contractors. The purpose of these requirements is to establish minimum health and safety requirements. Contractors are expected to establish safety as a core value while working on Reclamation facilities. This section specifically addresses contractor responsibilities, certification requirements, safety programs, required meetings, safety and health professional support, inspection requirements, accident and incident investigating and reporting, monthly accident summary report, training requirements, dismissal of employees who refuse to comply with occupational safety and health requirements, and dispute resolution. The contractor services covered by this section may include, but are not limited to, the following:

- construction and construction project management,
- event organization,
- facility management and maintenance,
- equipment installation, repair, routine service and maintenance,
- food service and catering,
- janitorial service (office cleaning),
- landscaping,
- security, and/or
- other similar services.

This section does not include shipping, receiving, delivery, and transportation services.

Contractors shall adhere to the requirements set forth in all sections of the Reclamation Safety and Health Standards (RSHS) when performing work, with the exceptions listed below. The following sections are specific to Reclamation employees or Reclamation programs and are not applicable to contractors:

- Section 1.16, Hazardous Materials Emergency Response,
- Section 4.12, Watercraft and Dredging,
- Section 2.07, Hearing Loss Prevention Program,
- Section 2.08, Respiratory Protection Program,
- Section 1.19, Hazard Communication Program,
- Section 2.09, Bloodborne Pathogens,
- Section 1.20, Safety and Occupational Health Program Evaluations,
- Section 1.21, Motor Vehicle Safety,
- Section 1.22, Accident Investigation and Reporting,
- Section 1.23, Safety Inspection and Abatement, and
- Section 1.24, Collateral Duty Safety Representatives.

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Contractors shall comply with applicable Federal, State, and local regulations when performing work related to the RSHS sections above.

## 2. General Requirements

### a. Certification Requirements

The manufacturer or a professional engineer (PE) must certify that the design of major or critical facilities, equipment, support structures, systems, embankments, shoring systems, and formwork (falsework) is structurally suitable for the intended use. This certification must be in writing and submitted to the Contracting Officer's Representative (COR) before construction or use of such facilities, equipment, or support systems.

### b. Contractor Identification

The contractor is responsible for identifying all personnel, including the personnel's level of training, that hold special positions as certified, designated, or competent persons and the equipment and operations for which they are responsible.

### c. Required Safety Meetings

- **Joint Safety Policy Meeting.** The COR, the contractor's principal onsite representative, and designated members of respective staffs must participate in scheduled monthly safety meetings. These meetings must review the effectiveness of the contractor's safety effort, resolve health and safety problems relating to current operations, and provide a forum for planning safe future activities. The contractor must prepare and maintain meeting minutes in a manner prescribed by the COR.
- **Contractor Safety Program Review.** After the contractor submits the written safety program requirements, the contractor must hold a meeting to review the program, and the contractor's principal onsite representative, general superintendent, the COR, and the safety representative must attend. The contractor must discuss the procedures to control the hazards likely to happen during major phases of the work and the organizational assignments involved in administering the program, in detail.
- **Supervisory Safety Meetings.** The contractor must conduct regularly scheduled (at least monthly) supervisory safety meetings for all levels of job supervision. The contractor must maintain a summary report containing all attendee signatures and make the report available for review by the COR.
- **Toolbox Safety Meetings.** Each field supervisor or foreman must conduct at least one on-the-job or toolbox safety meeting each week, and all employees under their supervision must attend. The field supervisor or foreman must maintain a record of each meeting, including signatures of attendees, and make the report available for review by the COR. These meetings will discuss upcoming work, hazards the work may introduce, methods and precautions to eliminate or mitigate hazards, interface with Reclamation employees, and recognizing/reporting new hazards.

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## 3. Responsibilities

### a. Regional Safety and Occupational Health Office

- Must consult with the area office safety and occupational health office or the construction office safety manager about any site special hazards or special conditions that might exist during the project.

### b. Contract Employer

- Shall ensure that all work under contract meets or exceeds the Occupational Safety and Health Administration safety and health standards and complies with the RSHS contained herein.
- Shall comply with all Federal, State, and local requirements. When the requirements of one standard are in conflict with the requirements of another, the standard offering the highest level of protection to the worker, equipment, or facility must be followed.
- Shall ensure safe work performance by employees and subcontractors.
- Shall apply these standards to offsite activities, equipment, and facilities that primarily support the contract work.
- Shall include provisions for meeting the safety and health requirements of these standards in the terms and conditions of all contracts, subcontracts, and supply contracts.

## 4. Training Requirements

### a. Initial Orientation

The contractor must give each new contractor employee a written notice containing pertinent provisions of the safety and health program. The notice must indicate general policy and set forth procedures and regulations applying to the work environment, accident reporting, and first aid and medical care. Each employee must acknowledge receiving these instructions. The contractor must file this acknowledgment and make it available for review.

### b. Certification

The contractor must ensure that all positions requiring certification are filled by currently certified personnel (e.g., CPR certification, crane operation training/certification, etc.).

### c. Supervisor Training

All contractor onsite supervisors, including foremen, must attend a classroom review of applicable safety and health requirements within 30 days after construction begins and annually thereafter. Supervisors and foremen who begin work between formal training sessions must receive initial instructions from the contractor's safety representative and attend all subsequent annual reviews.

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- **Materials and Resources.** Qualified trainers must use these standards and the contractor's safety program as a text for all training sessions. A Reclamation safety professional will be available for the formal classroom reviews to assist with safety and health standards.
- **Recordkeeping.** The contractor must maintain records detailing course content and the names of attendees and make the records available for review by the COR.
- **Exceptions.** The COR may grant exceptions to supervisory training requirements for short-term contracts or other discretionary reasons.

### 5. Hazard Identification, Assessment, and Safety Measures

#### a. Safety and Health Professional Support

When the contract does not require the services of a full-time safety professional, the contractor must designate, in writing, a competent supervisory employee who is acceptable to the COR to administer the safety program. However, if the COR considers the contractor's safety effort inadequate, the COR may require the contractor to employ a full-time qualified safety professional in place of a safety representative. These standards make further provisions for using safety and health specialists when special or technical expertise is required.

#### b. Required Inspections

The contractor must ensure competent employees conduct frequent and regular (at least weekly) safety inspections of the worksites, materials, and equipment. The contractor must maintain detailed written inspection records and make them available for review by the COR.

#### c. Prohibited Tools and Materials

The contractor must prohibit the use of any machinery, tool, material, or equipment that is not safe or does not comply with applicable requirement of these standards. The contractor must identify such machine, tool, material, or equipment as unsafe by tagging or locking the controls to make them inoperable or by physically removing it from the worksite.

#### d. Accident and Incident Reporting

Contractors must immediately report accidents and incidents to the COR and the appropriate contractor personnel. For each injured person, the contractor must complete Reclamation Form 7-2077, Contractor's Report of Recordable Injury/Illness, and submit it to the COR (see Appendix 1.03-A, below).

- **Accident Response.** The contractor is responsible for providing and obtaining appropriate medical and emergency assistance and notifying the coroner, fire, and law enforcement agencies; the Occupational Safety and Health Administration; and family members. Except for rescue and emergency measures, do not disturb the scene of the accident or incident and do not resume the operation until authorized by COR.

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- **Accident and Incident Investigation.** The contractor must assist and cooperate fully with the COR in conducting the investigations of the accident/incident and ensure availability of all information, personnel, and data pertinent to the investigation. When ordered by the COR, the contractor must conduct a separate and complete independent investigation of the accident or incident and submit a comprehensive report of findings and recommendations to the COR. The contractor must arrange, and be financially responsible, for the independent investigation and any equipment/material inspections or tests or diagnostic studies required by the Government or contractor investigators.
- **Nonserious Accidents.** The contractor must report nonserious accidents or incidents immediately to the contractor supervisor who has been delegated authority to arrange for medical assistance and to investigate the accident or incident. After arranging for required medical assistance, the responsible supervisor must investigate the accident/incident.
- **Documentation.** Within 3 working days following the accident, the contractor must submit to the COR (1) a completed Reclamation Form 7-2077, Contractor's Report of Recordable Injury/Illness, for all personal injuries and (2) a comprehensive narrative report for property damage accidents.

### **e. Potentially Serious Accidents**

The contractor must immediately report potentially serious accidents or incidents to the COR. The contractor's involved equipment and worksite must remain secured until the contractor has completed a comprehensive investigation that is acceptable to the COR and the COR has given permission to resume work.

- **Documentation.** Within 5 days following the investigation, the contractor must submit a detailed, written, investigation report to the COR.

### **f. Monthly Accident Summary Report**

By the first day of each month, the contractor must submit a completed Reclamation Form 7-2218, Contractor Recordable Accident Experience (see Appendix 1.03-B below), or an equivalent report acceptable to the COR.

### **g. Dispute Resolution**

If disputes involve safety issues, the work must not proceed until the dispute is resolved.

## **6. Pre-job Briefing and Planning Requirements**

### **a. Contractor Safety Program Review**

The contractor must submit a comprehensive written safety program covering all aspects of onsite and applicable offsite operations and activities associated with the contract (see RSHS Appendix 1.03-C, Contractor Safety Program, below). Unless adequately covered in the original plan, the contractor must submit a supplementary detailed plan before starting each major

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phase of work or when requested by the COR. Initial and supplementary submittals must include a timetable for completing required detailed job hazard analyses (JHAs).

### b. Review and Acceptance

Onsite work must not begin until the COR has accepted the program or appropriate supplementary submittals. Acceptance of contractor initial and supplementary programs signifies only that the contractor has provided adequate documentation to safely perform the work. It does not relieve the contractor of the responsibility for providing employees with a safe and healthful work environment or compliance with stated requirements and applicable specification paragraphs.

## 7. Hazardous Environmental Conditions (Weather/Other)

### a. Lightning Plan

If the construction site is in an area where lightning is common, the contractor shall have a lightning plan, as described in RSHS Section 1.04, Work Safety Planning.

### b. Wind Conditions

If the construction site is in an area where severe wind conditions are common, the contractor must monitor wind speeds and follow the restrictions for crane operations listed in RSHS sections 3.03, Permanently Installed (Fixed) Cranes, and 3.04, Mobile Cranes.

## 8. Safe Practices

### a. Refusal to Comply with Occupational Safety and Health Requirements

The contractor must remove employees who refuse or repeatedly fail to comply with safe work practices and standards from the site.

### b. Supervisors Who Fail to Enforce Occupational Safety and Health Requirements

The contractor must remove supervisors who fail to enforce safety and health requirements from the site.

## ▲ RSHS Appendix A: Definitions

RSHS Appendix A ([Definitions](https://www.usbr.gov/safety/rshs/index.html)) is available to print at:  
<https://www.usbr.gov/safety/rshs/index.html>.

## ▲ RSHS Appendix B: Additional References and Citations

RSHS Appendix B ([Additional References and Citations](https://www.usbr.gov/safety/rshs/index.html)) is available to print at:  
<https://www.usbr.gov/safety/rshs/index.html>.

## Appendix 1.03-A: Form 7-2077, Contractor’s Report of Recordable Injury/Illness

Appendix 1.03-A ([Form 7-2077: Contractor’s Report of Recordable Injury/Illness](#)) from RSHS Chapter 1, Section 1.03 is available to print at:

<https://teamssp.bor.doi.net/printanddup/forms/7Forms/7-2077.pdf>

## Appendix 1.03-B: Form 7-2218, Contractor Monthly Summary of Occupational Injury/Illnesses Experience

Appendix 1.03-B ([Form 7-2218: Contractor’s Monthly Summary of Occupational Injuries/Illnesses Experience](#)) from RSHS Chapter 1, Section 1.03 is available to print at:

<https://teamssp.bor.doi.net/printanddup/forms/7Forms/7-2218.pdf>

## Appendix 1.03-C: Contractor Safety Program

### Program Outline

- I. General Requirements
  - A. Statement of Policy
  - B. Statement of Safety and Health Responsibilities
  - C. Statement of Compliance with Regulations, Standards, and Codes
  - D. Statement of Subcontractor Compliance
  - E. Safety Inspection Procedures
  - F. Accident Investigation and Reporting Procedures
  - G. Applicable Emergency Plans
  - H. Required Safety Program Coordination
    - 1. Confined Space Program
    - 2. Control of Hazardous Energy (Lockout/Tagout) Program
    - 3. Hearing Loss Prevention Program
    - 4. Respiratory Protection Program
- II. Fire Protection Plans
  - A. Type and Location of Suppression Equipment or Systems
  - B. Offsite Assistance Agreement
  - C. Temporary Heating Devices
- III. Medical
  - A. Facilities
  - B. Training



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- C. Certifications
- D. Physician
- E. Ambulance (Name, Location, and Telephone Number)
- F. Physical Qualifications of Employees
- G. Records
  
- IV. Communications
  - A. Employee Training
  - B. Safety Meetings
  - C. Onsite Training
  - D. Supervisor Training
  
- V. Occupational Health
  - A. Procedures and Equipment to Minimize Hazards
  - B. Testing Programs for Employees and Work Environments
  - C. Qualified Personnel
  - D. Personal Protective Equipment (PPE)
  - E. Ventilation Plans
  
- VI. Machinery and Mechanical Equipment
  - A. Procedures and Equipment Used to Minimize Hazards
    - 1. Testing Program for Employees and Work Environments
    - 2. Mobile and Stationary Equipment
  - B. Inspection Procedures
  - C. Maintenance Procedures
  - D. Operating Personnel
  - E. Protective Safety Devices and Certifications
  - F. Elevators and Aerial Lifts
  
- VII. Excavation and Demolition
  - A. Tunnels and Shafts
    - 1. Internal Combustion Engines
    - 2. Ventilation Plans
    - 3. Transportation Systems and Equipment
    - 4. Work Environment Testing
    - 5. Ground Support
  - B. Blasting
    - 1. Blaster Certification
    - 2. Written Procedures
    - 3. Storage



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- 4. Transportation
  - C. Excavations Other than Tunnels and Shafts
    - 1. Slide Protections
    - 2. Support Systems
    - 3. Inspections
    - 4. Access
  - D. High Scaling
    - 1. Definition
    - 2. PPE
    - 3. Standing Operating Procedures
  - E. Haulage
    - 1. Haul Roads
    - 2. Equipment and Procedures
- VIII. Working Surfaces
- A. Access
    - 1. Ladders
    - 2. Platforms, Stairways, and Ramps
  - B. PPE
  - C. Scaffolding
  - D. Safety Nets
- IX. Protection of the Public
- A. Signs and Barricades
  - B. Flagging Procedures
  - C. Jurisdictional Approvals
- X. Marine and Diving Operations
- A. Detailed Plan and Written Procedures
- XI. Electrical Facilities
- A. Substations