

## OUTSIDE CONTRACTOR PACKET

**Assessment** (Please answer the following questions)

1. Are there any government actions or lawsuits against your company?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Are there any private lawsuits against your company?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
3. Do you have a Quality and Environmental standard your company abides by? \_\_\_\_\_  
If certified by any standard or have documented quality system, please forward a copy.
4. Will work involve bringing chemicals on our premises? \_\_\_\_\_
5. Will work involve "hot work"? \_\_\_\_\_

### Requirements

These rules apply to all outside contractors working at Chief Enterprises, Inc., including vendors and service & repair companies. Companies and individuals who are not employed by Chief are welcome to work on our premises, as long as they understand and comply with all Chief rules. They must follow rules for security, safety and environmental protection reasons.

Prior to starting any work, the outside professional or agent must report to the Operations Manager's office each day to discuss any developments and confirm the current status of the required documents.

To keep this facility operating in a safe, clean, and professional manner, outside professionals must comply to the provisions attached, including providing copies of items below before commencement of work:

1. Current Occupational License
2. Current Certificate of Liability Insurance
3. Current Workman's Compensation Insurance Certificate.
4. Copies of all MSDS for all chemicals being used by the Contractor while at Chief.
5. A signed copy of the Environmental Protection Agreement (page 2)
6. Signed copy of the Outside Contractors Safety Agreement and Indemnity & Assumption of Risk (pg 3).

Forms also included: Environmental Protection Agreement, Outside Contractors Indemnity and Assumption of Risk. Additional attachments may include: Chief Environmental Policy, Emergency Floor Plan, Procedures for Emergency Preparedness, & Lock Out Tag Out

## ENVIRONMENTAL PROTECTION AGREEMENT

This Agreement must be signed before any professional services can be conducted. Work must be done in a safe manner, in compliance with all applicable laws and regulations, to provide for the safety of contractor personnel, Chief personnel & property, and the general public. Work sites must be kept clean and orderly. Work which could create a hazard to people or property, must be appropriately delineated to prevent injury or property damage. Use of any unsafe equipment is against Chief policy and certification. All accidents must be reported to Chief management.

Work must be done in an environmentally safe and clean manner, including:

1. Compliance with all applicable laws and regulations, to provide for the protection of the environment from damage or pollution caused by any work done while on Chief property.
2. All chemicals brought on the Chief property must be removed at the conclusion of the job.
3. All hazardous chemicals used on Chief property must be approved by Chief management prior to being brought on site. This approval process requires that a copy of the Material Safety Data Sheet for each chemical used will be supplied. This includes all chemicals which might provide a hazard to Chief personnel, the general public, or the environment, through use, spillage, or improper disposal in the course of providing your services.
4. No wastes shall be disposed of in or on Chief property without specific permission from management, this includes: dumpsters, on any land or adjoining Chief property.
5. All chemical wastes must be removed from Chief property.
6. Spills of any kind, in or on the Chief property, must be reported to Chief management immediately.
7. Full cost of cleanup, removal and/or environmental damage for work done at Chief is the responsibility of the outside contractor.

I, (print name) \_\_\_\_\_ (Title) \_\_\_\_\_  
as an authorized management representative of (print company name below)

\_\_\_\_\_ agree that the terms of this Environmental Protection Agreement will be adhered to, and that failure to comply with this policy will result in loss of the right to conduct business at Chief Enterprises.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INDEMNITY AND ASSUMPTION OF RISK

The undersigned, in consideration of permission granted by Chief Enterprises, Inc. to enter upon the property to perform work or services, does hereby expressly assume any and all risk to his person or property, or the person or property of any of his invitees, agents, or employees, in entering upon said premises and/or performing such services.

In addition, the undersigned agrees to hold harmless from any claims or damages resulting from or arising out of any act or omission of the undersigned, his invitees, agents or employees, to provide all necessary and sufficient safeguards and to take all proper precautions against the occurrence of accidents, injuries or damages to any persons or property and to be responsible for and to indemnify and save harmless Chief from all losses or damage and any or all claims arising by reason of any act or omission of the undersigned, his invitees, agents, or employees, and further agrees to defend at the expense of the undersigned any all suits or actions, civil or criminal, arising out of any act or omission of the undersigned, his invitees, agents or employees.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I, the undersigned, have the authority to sign this document and agree to the above conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

To be completed by Chief Enterprises, Inc.

Permission is granted from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

By \_\_\_\_\_ Date \_\_\_\_\_  
Chief Enterprises Authorized Signature