

## Expectations for On-Site Service Providers



### **Provider Expectations:**

- Get/be set up as an active/approved supplier in Worthington's purchasing system.
- Carry the minimum level of insurance required by Worthington.
- Sign Worthington's Contractor Safety Requirements document.
- Subscribe to and maintain an acceptable grade in ISNetworld.
- Notify Worthington of any unique hazards presented by work performed.
- Provide copies of SDS's for any hazardous materials used on our property.
- Provide proper PPE for employees.
- Obtain copy of PO authorizing work prior to job commencement.
- Train employees in safe work practices.
- Document safety training and provide copies of training records upon request.
- Instruct employees in known potential hazards of the work they are performing.
- Provide all tools and equipment necessary to complete projects. \*NOTE: use of Worthington tools or equipment requires the completion of a "Contractor Verification Statement".
- Appoint a safety contact who will sign safety related paperwork, including the work permit.
- Provide an interpreter if needed for your employees.
- Ensure all waste generated during the project is removed and premises is left in acceptable condition at the end of the project.
- Provide disposition documentation to Worthington for waste hauled offsite.

### **Provider Employee Expectations:**

- Sign in when arriving onsite.
- Provide copies of requested licenses.
- Participate in and acknowledge onsite briefing by signing the work permit issued for the job.
- Be distinguished as a non-employee by means determined by the facility.
- Use proper PPE and comply with Worthington and facility specific safety rules.
- Stay within designated areas and walkways.
- Perform work authorized by work permit only.
- Obtain new/updated work permit if work falls outside scope or dates of work permit.
- Report all injuries, workplace related illnesses, incidents of unsafe activities, and spills of materials to Worthington without delay.
- Leave work area clean and secure at the end of each work day.
- Sign out when leaving the property.

It is the responsibility of the contractor to ensure they are meeting Worthington's requirements and expectations. Worthington employees have the right, and duty, to stop any work onsite that does not comply with EHS requirements or that causes a safety concern.

Please contact our [Contractor Safety Helpline](#) with any questions you may have about our Contractor Safety Program.