



## Contractor Safety, Health, Security and Environment Requirements

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### *I. Contractor Safety & Health Requirements Policy*

The following requirements apply to all Contractors and Subcontractors, and their employees, when performing services on Detroit Zoo grounds.

The name "Contractor" refers to an organization contracted by The Detroit Zoological Society to provide services at the Detroit Zoo. The name "Subcontractor" refers to an organization providing services at the Detroit Zoo under the direction/auspices of a Contractor.

The Contractor, or its personal representative (foreman), shall ensure that all of its employees, as well as all subcontractors' employees, adhere to the requirements indicated. The Contractor and its employees must comply with all Local, State and Federal laws, safety regulations and work place rules at all times.

Contract bids submitted to The Detroit Zoological Society, by a Contractor, must be based on estimations that assume an adherence by all employees to said requirements. No exceptions will be permitted. The Contractor must supply written certification of agreement with these requirements by signing the attached *Contractor Certification Statement* and submitting it to the Purchasing Department. Only after this is received can a purchase order be granted, and work permitted to begin.

Any violation of the policy detailed in this document may be considered as voiding the contract between the Contractor and The Detroit Zoological Society.

***The Detroit Zoological Society reserves the right to remove any contractor not following safety procedures. Termination or expiration of Service shall terminate Contractor's obligations to provide the Services. In the event of termination or expiration, DZS will pay to Contractor, the fees and expenses due to Contractor in accordance with the terms of an Agreement for the Services rendered and expenses incurred by Contractor up to the date of termination or expiration.***

### *II. DZS Policy Requirements*

Prior to initiation of services at a Detroit Zoological Society worksite, contractors shall review this information with each of their on-site employees. The following requirements apply to all contractors and subcontractors, and their employees at all times while on Detroit Zoo property and will be enforced.

1. Persons who have, or believe they may have, a communicable illness (including, but not limited to a common cold, influenza, bacterial infection, etc.) are not allowed to work at a Detroit Zoological Society facility, due to the risk of direct or indirect transmission to animals, guests, and staff.
2. The Zoo reserves the right to remove any contractor from Zoo premises, for any reason, without notice.
3. Smoking is permitted only in designated areas, not at work sites, and not within view of Zoo guests.

4. Always behave in a professional manner appropriate to a family entertainment venue. "G-rated" language and behavior are expected at all times.
5. Appropriate professional attire should be worn, and shirts must remain on at all times.
6. Do not enter any animal area without permission; proof of a negative TB test may be required.
7. In the event of emergency, contractor personnel will immediately comply with all directions from Animal Keeper or Park Safety personnel.
8. The Contractor may not store anything on the DZS property without permission.
9. The Contractor must notify their DZS Contact upon completion of the days work so that the work and the work area can be inspected.

### ***III. Safety Requirements***

#### **A. Personal Protective Equipment (PPE) (29 CFR 1910.132, 133, 134, 135, 136)**

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1. When requiring safety glasses for a task, those safety glasses must meet ANSI Z 87.1 standards and must be worn at all times. Such glasses – including prescription spectacles – must be equipped with side shields.
2. Hearing-protection devices (ear plugs, muffs, etc.) must be worn at all times when any task exceeds 85 Db<sub>A</sub>.
3. Long pants are required.
4. A hard-hat must be worn when an employee could be exposed to falling overhead objects.
5. Welding helmets and other protective welding equipment must be worn when performing welding, cutting or brazing tasks.
  - a. A DZS issued "Hot Works" permit must be obtained by the Occupational Health & Safety (OH&S) Coordinator prior to any welding, cutting or brazing tasks.
6. A full body harness, lifeline, D-ring and tie-off must be used when performing elevated work above 4 feet.
7. Caution tape or orange cones shall be placed around the area, observing a 10-foot margin outside of the work area.
8. When working near the rail road tracks, specific PPE and safety rules shall be observed.

#### **B. Hazard Communications (29 CFR 1910.1200)**

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1. The Detroit Zoological Society contact must approve the use any materials that may present a potential exposure to the Detroit Zoological Society colleagues.
2. A Material Safety Data Sheet (MSDS) must be provided to the Contract Administrator or OH&S Coordinator before any hazardous material is brought onto the property. In an effort to ensure that the DZS fully complies with global MSDS requirements under OSHA, MIOSHA, WHMIS, REACH and GHS regulations, the Seller (Supplier) will ensure that MSDS Sheets for hazardous chemicals sold to the DZS will be provided to the DZS's central MSDS repository (3E Company). MSDS sheets may be sent to the 3E Company via email to [renew@3Ecompany.com](mailto:renew@3Ecompany.com) and a copy to [lcx@dzs.org](mailto:lcx@dzs.org). The Seller will provide the respective MSDS sheets, which will be inclusive of newly purchased products as well as updated MSDS versions to the 3E Company, once the DZS order is shipped.
3. Specific controls must be established to protect Society employees from potential exposure to these materials.

*EXAMPLE:* Using a gas-fired concrete-cutter in close-confined areas may produce high levels of carbon monoxide; potential exposure must be controlled by use of fans and other air-circulating devices.

4. All containers of hazardous materials must be properly labeled per the MIOSHA Hazardous Communications Standard.

### **C. Lockout Process (29 CFR 1910.147)**

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1. The Contractor/Subcontractor must provide the DZS contractor contact with a copy of its written Lockout Program for review. If the DZS OH&S Coordinator does not consider the lockout program acceptable, it will provide the Contractor/Subcontractor with a copy of its own Lockout Program.
2. The Contractor/Subcontractor must observe all Lockout requirements, including the following:
  - Following the required seven steps for lockout
  - Following the five prescribed steps for release of lockout
  - Establishing a method to identify all energy sources and their lockout locations
  - Providing one lock per employee, per energy source, for all equipment used. All locks must be specifically identifiable to the person using the lock. Only one key is permitted per lock, and that key must be held by the employee using the lock
  - Describing how group lockouts, temporary tests, and lock removal will be performed
  - Describing how periodic inspections will be performed and providing copies of such description upon request.

### **D. Permit-Required Confined Space Entry (PRCSE) (29 CFR 1910.146)**

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1. The Contractor/Subcontractor must provide the Detroit Zoological Society with a copy of its written PRCSE Program.
2. The OH&S Coordinator will provide the Contractor/Subcontractor with a list of which confined spaces have been evaluated and identified as permit-required confined spaces.
3. When working in these spaces, employees of the Contractor/Subcontractor must follow all safety and health procedures required for a safe entry.

These procedures include:

- Atmospheric testing
  - Written-permit provision
  - Identification of specific hazards and controls
  - Establishment of communication systems
  - Definition of the scope of work to be performed
  - Identification of rescue source
  - Securing of permit area
  - Maintenance of atmospheric testing
  - Performance of required lockout process
4. Upon the completion of work, the Contractor/Subcontractor must complete a de-briefing with DZS mentors on the entry process and identify any changes or modifications made to the space in question.

### **E. Electrical Installation for High Voltage (Sub-part S 29 CFR 1910. 300 series)**

1. All Contractors/Subcontractors must maintain written standard operating procedures (SOPs) for all high-voltage electrical installation when the voltage is live. SOPs must identify procedures and required protective equipment and controls.
2. If DZS employees are present in the installation area, the Contractor/Subcontractor must define the protective measures to be used. *Example: use of barriers or controlling the area.*

## **F. Welding (29 CFR 1910.257)**

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1. Hot Work permits must be requested from the OH&S Coordinator. Related controls will be required.
2. Weld curtains are required if DZS employees, guests, volunteers or contractors can view the area.
3. Control of weld fumes with general or local exhaust is required when working in doors in any area shared by DZS employees, guests, volunteers or contractors.

## **G. Industrial Powered Vehicles**

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1. Contract/Sub-Contract employees who must operate industrial powered vehicles must possess, and be able to present, a certified State of Michigan operator's license.
  - a. All Contract/Sub-Contract companies must provide their own industrial powered vehicles.
2. Contract/Sub-Contract employees must follow all in-house policies and procedures regarding the use and handling of all industrial powered vehicles. These rules and regulations will be provided, upon request, by the DZS Contact, via the OH&S Coordinator.

## **H. New Installations**

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1. The Contractors/Subcontractor must install a posting for all new equipment, identifying all energy sources and the location of lockout.

## **IV. *Environmental Policy Statement***

The Detroit Zoological Society is committed to complying with accepted environmental practices, including the commitment to meet or exceed applicable legal and other requirements, to strive for continual improvement in our environmental management system, and to minimize the creation of wastes to prevent pollution. We will manage our processes, our materials and our people in order to reduce the environmental impacts associated with our work to achieve our environmental objectives and targets.

### **I. Environmental Aspects**

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1. The Contractor must be aware of The Detroit Zoological Society's Environmental Policy and the significant aspects. If you have a spill / release or accident with any of the aspects, you must notify the OH&S Coordinator or your DZS contact immediately.
2. The Contractor/Subcontractor must comply with all ISO-14001 requirements. This includes no disposing of any material at the Zoo without approval from the OH&S Coordinator and the Facilities Superintendent. Notification of any spills or releases must be made immediately to the OH&S Coordinator or Park Safety. Any spills/release clean-up costs due to the negligence of the Contractor will be the responsibility of the negligent party.
3. The Contractor must ensure that all products are used, labeled, stored and disposed of in accordance with all Local, State and Federal regulations and must provide MSDS sheets for all products used to the OH& S Coordinator for approval prior to bringing any material onto Zoo property. If special precautions are required, it must be communicated to the DZS representative and/or Park Safety.

## *DZS Significant Environmental Aspect List*

### **Air Emissions**

Chillers – Recharging  
Incinerator

### **Liquid and Solid Wastes**

Automatic Oiler  
Used Oil (Liquids, Filters, Oily mop Water, spill material)  
Universal Wastes (lamps, batteries, computer equipment)  
Mineral Spirits  
Office Paper, Print Supplies, Ink and Toner, etc.  
Aerosol Can Disposal  
Paint Can Disposal

### **Waste Water Discharges**

Cleaning Solutions  
Mop Water  
Floor Scrubbers  
Air Compressors

### **Storm water Discharge / Natural Environment**

Containers, frames and other outside storage  
Diesel Fuel  
Gasoline  
Construction Equipment  
Landscape Equipment  
Propane Tanks  
Generators  
Dumpster and Compactor  
Drains  
Application of Salt in Winter

### **Potential Spills / Storage of Materials**

Hydraulic Leaks  
Mobile Waste Oil Tanks  
Diesel Fuel  
Gasoline

### **Energy / Water**

Electricity  
Natural Gas  
Water

### **Recycled Materials**

Returnable Pop Bottles  
Glass, Metals and Plastics

## **J. Scope of Work and Other Safety Requirements**

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1. The DZS Administrator will provide the Contractor/Subcontractor with a scope of work (work rules) for each major contract.
2. The OH&S Coordinator may also define any additional safety requirements for the specific scope of work. These requirements will be provided with the bid proposals.
3. A certificate of liability (liability insurance) must be furnished before any work at the Zoo is permitted to proceed.
4. Any theft of DZS property or assets by a Contractor/Subcontractor or employee thereof will be prosecuted to the fullest extent of the law.
5. All Contractor operations are to be conducted so as to avoid harm, damage, undue loss or wear to any property or injury to any person.
6. Clean your work area thoroughly when finished. Do not leave any tools, parts, scrap, litter or debris behind. Do not leave tools and equipment unsecured or unattended.
7. Speak quietly and avoid excess noise. Radios and "boom boxes" are not allowed in public or near animal areas.
8. Avoid any action or behavior that may interfere with normal safe Zoo operations.
9. The Contractor/Subcontractor must observe all applicable DZS rules and regulations when working on facility grounds.

## **K. Building Security Requirements**

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1. All contractors must Enter and exit the Zoo only through Gate # 4 on the Ten Mile 696 service drive.
2. Always sign in and out with the Security Officer at that gate and have a picture ID and company ID available.
3. All contractors must check-in daily with their assigned Zoo contact and a "Crew" list and contact information, including the supervisor or foreman must be submitted to the Zoo contact administrator.
4. Visitor or contractor badge/stickers shall be prominently worn on the exterior layer of clothing at all times while working on Zoo property.
5. Park only in designated areas. All Contactor-related vehicles are to be kept only in designated parking areas at all times except while actively delivering or supporting non-portable equipment.
6. Vehicles may only be taken into the Zoological Park when absolutely necessary and must be escorted by a Detroit Zoo staff member.
7. Vehicles permitted to enter the Zoological Park must use hazard lights / flashers, and not exceed 7 miles per hour.
8. No doors shall be propped open or prevented from locking at any time.
9. Movement in the Zoo beyond your designated work site is not permitted.

#### **L. Insurance Requirements**

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1. Contractor and any subcontractors utilized by Contractor shall maintain in force at all times during the term of the Contract, insurance of the types customary to Contractor's field of service with minimum coverage levels as follows:

TYPE	AMOUNT NOT LESS THAN
Worker's Compensation	Michigan Statutory minimum
Employer's Liability 500,000.00 minimum each person \$500,000.00 minimum each accident	\$500,000.00 minimum each occurrence
Commercial General Liability Insurance (Broad Form Comprehensive)	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate
Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance, including residual liability insurance under Michigan no fault insurance law)	\$1,000,000.00 combined single limit for bodily injury and property damage

2. The DZS shall be a named insured on the Commercial General and Automobile Liability insurance policies and the certificate of insurance must be issued by an insurance company acceptable to DZS on the proper ACORD form.
3. The insurer will not cancel or non-renew the insured's coverage without giving thirty (30) days prior written notice to DZS, and DZS, its officers, agents, employees, and affiliates are included as insured, but only with respect to work performed for DZS under an Agreement.

***Detroit Zoological Society  
Contractor Safety, Health, Security and Environment Requirements***

## Contractor Certification Statement

I have read, and understand and agree to, the requirements stated in The Detroit Zoological Society's *Contractor Safety & Health Requirements Policy*.

I will ensure that my organization, and its employees and subcontractors, will adhere to these requirements and accept the accountability procedures detailed within it.

Contractor \_\_\_\_\_

Name of Contractor Representative \_\_\_\_\_

Signature \_\_\_\_\_

Name of Contractor Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### REVISION HISTORY:

• New Document	• June 8, 2010; Rev: 0
• Revision (MSDS Sheets)	• August 19, 2011; Rev: 1