



Contractor Safety Education Program

REFERENCE: Mercy PD&C Jobsite Orientation List

PURPOSE: This procedure ensures that a Contractor Safety Education Program (CSEP) is provided to contractor labor to support emergency services while construction work is underway at Mercy facilities.

POLICY: The Contractor Safety Education Program applies to all construction projects. All non-facility labor and consulting staff must be trained to support facility safety procedures.

RESPONSIBILITY:

1. PD&C is responsible for ensuring that each facility has a coordinator for this program. Support for the program, depending on the facility, may be provided by
 - a. PD&C coworkers
 - b. Consulting personnel
 - c. Facility Education Department
 - d. Safety and Security Department
 - e. Plant Maintenance Department
 - f. Facility Safety Committee
2. For the purpose of this procedure, the designated individual(s) who coordinates this program shall be identified as the **CSEP Coordinator**.

PROCESS:

1. Preparation for Training
 - a. Prior to initiating construction, the **CSEP Coordinator** shall identify the design and construction staff participating in proposed project.
 - b. The contractor's safety program should be submitted to owner and kept on file with current EMR data, for the duration of the project plus a minimum of 5 years.
 - c. Schedule any contractor personnel who have not attended a facility safety training session within the calendar year, to attend a training session before starting work on the job site. The safety program should meet or exceed all requirements of the construction industry including OSHA.



2. Training Program and Recertification

- a. The **CSEP Coordinator** shall assure that personnel attend the training session, are provided with certificates indicating they have attended the training session, and are provided with proper facility identification credentials such as badges and hard hat stickers.
- b. If contractor personnel are on site for more than one (1) year, they must be re-certified annually. All personnel are required at a minimum to be re-certified at the beginning of each calendar year regardless of start date.
- c. All construction personnel will be required to watch the Mercy safety video and sign a written record indicating that they have attended (See the attached sample Training Log)
- d. All project directors, managers, engineers and superintendents are required to have a certificate from the ASHE certified construction healthcare program. (This is effective starting July 1, 2006)



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MERCY HEALTH MINISTRIES SAFETY VIDEO SIGN UP LOG

Name	Company	Sticker Number	Date	License Number	Description of Car
		001			
		002			
		003			
		004			
		005			
		006			
		007			
		008			
		009			
		010			
		011			
		012			
		013			
		014			
		015			



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MERCY SAFETY VIDEO SIGN OFF SHEET

I have watched the Mercy Safety Video on Emergency Response

Name (Printed)

Signature

Employer

License Plate Number

Vehicle Make and Color

Vehicle Model and Year

Date

Sticker Number