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1 Purpose

Contractors and visitors in the workplace may present safety risks that require management. Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) has adopted this standard to ensure the safety of contractors and visitors at Silver Eagle Houston facilities and to safeguard Silver Eagle Houston assets.

2 Scope

The requirements of this standard apply to all Silver Eagle Houston branch locations.

3 Definitions

Contractor - Persons not directly employed by Silver Eagle Houston who provide specific labor or services at Silver Eagle Houston premises for payment.

Visitor – Persons on Silver Eagle Houston premises for general business purposes, such as meetings, or non-business purposes, such as social events or engagements.

4 Responsibilities

HSE Department will:


- Ensure contracts contain appropriate information concerning relevant HSE requirements.
- Evaluate the contractor’s HSE performance and provide the contractor with specific Silver Eagle Houston requirements, if needed.
- Provide access to SDS material upon request of contractors.

Managers, Supervisors and Host Employees will:

- Ensure contractors and visitors have signed in using the visitor log.
- Ensure contractors and visitors are aware of any specific hazards in the area where they will be and restrict access to hazards outside the scope of the work or visit.
- Before allowing access to operational areas, ensure the contractor or visitor has all required PPE or cease operations to eliminate hazards.
- Monitor contractor and visitor activity and location in their area of responsibility.
- Ensure the areas in which contractor employees are working are maintained safe and free of uncontrolled hazards.
- In the event of an emergency requiring evacuation, ensure the contractor or visitor is accounted for at the muster area.

Contractors will:

- Establish and maintain a safety program that protects workers from the specific hazards associated with the scope of work and complies with applicable regulations.
- Obey all HSE-related postings in the work area.
- Conduct daily safety inspections of all assigned areas.
- Identify and correct hazards caused by the contractor’s work.

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- Provide contractor employees with proper training, tools and personal protective equipment.
- Maintain any required insurance coverage required by law or by contract with Silver Eagle Houston.
- Notify the host employee or Silver Eagle Houston HSE Department of any identified hazards, spills or releases, and incidents on Silver Eagle Houston premises.
- In the event of an incident, assist in an investigation if requested.
- Follow the direction of Silver Eagle Houston emergency response team members or the host employee in the event of an emergency.

Visitors will:

- Sign into the visitor log with name, Silver Eagle Houston employee to be visited, time of arrival and time of departure.
- Do not enter areas that are restricted or to which the visitor has not been granted access.
- Follow all signs or postings related to HSE hazards.
- Follow the direction of Silver Eagle Houston emergency response team members or the host employee in the event of an emergency.

5 Requirements

5.1 Common Requirements

Each Silver Eagle Houston branch will establish a visitor log or other similar method to record the name, time of arrival, time of departure and person/area visited for all visitors and contractors. This log may be used in emergency situations to ensure the safety of the visitor or contractor and account for their whereabouts.


To the extent possible, visitors and contractors will be escorted by the host employee or a representative of the department using the contractor while on Silver Eagle Houston premises. Visitors and contractors are not to access areas outside the scope of work or visitation area without escort.

In the event of an emergency drill or actual emergency, visitors and contractors will follow the direction of members of the branch emergency response team or their host employee.

Unless equipped with required PPE or other control measures and accompanied by a Silver Eagle Houston escort, visitors and contractors will not access posted hazard areas or active operational areas.

5.2 Contractor Evaluations

At the discretion of the Silver Eagle Houston HSE Department, contractors may be requested to provide safety, injury and environmental metrics, such as OSHA recordables (TRIR, DART), Workers Compensation EMR and any penalties for violations OSHA, EPA or other agency regulations. Contractors also may be required to participate in a pre-job safety meeting to ensure that Silver Eagle Houston and contractor HSE expectations are aligned. The contractor may also be required to participate in a post-job meeting.

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5.3 Contractor Worksite Requirements

Hazardous Chemical/Substance Notification – Contractors shall comply with OSHA Hazard Communication Standard requirements including use safe handling and storage of chemicals. Contractors shall inform Silver Eagle Houston of hazardous chemicals brought onto worksites.

Welding & Hot-Work Process - All hot work and welding operations must be conducted under the control of a Hot Work process that has been pre-approved by Silver Eagle Houston. No hot work and welding operations will commence until adequate safeguards are in place where work is to be performed.

Confined Space Entry - Contractor employees shall not enter any confined spaces on Silver Eagle Houston premises unless specifically required by the scope of work. Any confined space entry will be done in compliance with OSHA regulations.

Working at Heights - Required fall protection equipment shall be used by all contractor employees when working at height in accordance with OSHA requirements.

Other Requirements - All contractor employees shall adhere to all applicable local, state and federal regulations applicable to the scope of work and other Silver Eagle Houston requirements, including but not limited to contraband and drug and alcohol restrictions.

6 Training

Contractor employees are expected to have completed all HSE training required for the work by local, state or federal regulation.

7 References

Manager and Employee Responsibilities - SED-CORP-HSE-2-001

HSE Communications – SED-CORP-HSE-2-003

Emergency Action Planning - SED-CORP-HSE-02-011

Hazard Identification and Control - SED-CORP-HSE-02-012

8 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue