

# Contractor and Owner Safety Program Implementation

API RECOMMENDED PRACTICE 2221  
THIRD EDITION, OCTOBER 2011



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**Downstream Segment**

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## Foreword

This guide is intended to assist refining and petrochemical industry facility owners and contractors to implement or improve an effective contractor safety and health program. This guide supplements the American Petroleum Institute's (API) Standard 2220 *Improving Owner and Contractor Safety Performance*. These two documents identify elements of contractor safety and health programs, and provide guidance and examples to refinery and petrochemical plant owners for designing and implementing effective programs. Contractors can also benefit from understanding the owner's program and by establishing a complementary program of their own.

A number of annexes are included in this document as samples of approaches used at some facilities or as supplemental information. Except where indicated in the text, these annexes are informative; implementation of informative annexes is not required for a program to be in conformance with these guidelines.

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## Contents

	Page
<b>1 Scope</b> .....	<b>1</b>
1.1 General .....	1
1.2 Purpose .....	2
1.3 Benefits of a Contractor Health and Safety Program .....	2
1.4 Concept of Hazard versus Risk .....	2
1.5 Contractor and Owner Relationship .....	2
1.6 Relationship to Process Safety Management .....	3
<b>2 Normative References</b> .....	<b>3</b>
<b>3 Terms and Definitions</b> .....	<b>4</b>
<b>4 Management Overview—Putting it All Together</b> .....	<b>6</b>
4.1 General Contractor Safety Management Requirements .....	6
4.2 General .....	6
4.3 Management Commitment .....	7
4.4 Policy Statement .....	7
4.5 Written Contractor Health and Safety Program .....	7
4.6 Responsibilities .....	7
4.7 Effective Health and Safety Communication .....	10
4.8 Contractor Health and Safety Program Implementation .....	11
4.9 Review of Owner's Contractor Health and Safety Program .....	11
4.10 Contractor Safety Management Elements .....	11
<b>5 Getting Started with Contractor Safety Management</b> .....	<b>12</b>
5.1 Beginning Contractor Safety Management .....	12
5.2 Evaluating Risk Levels for Contractor Work .....	14
5.3 Job-Specific Specialty, Temporary and Small Contractors .....	19
<b>6 Contractor Pre-qualification</b> .....	<b>19</b>
6.1 Qualifying a Contractor .....	19
6.2 Pre-Qualification Form (PQF) .....	22
6.3 Owner Review of Contractor Qualifications .....	22
6.4 Owner's Approved Contractor List .....	23
<b>7 Selection of Contractor</b> .....	<b>24</b>
7.1 Owner Identifies Health and Safety Requirements .....	24
7.2 Contractor Develops Health and Safety Programs and Procedures .....	24
7.3 Training and Communications .....	25
7.4 Contractor Bid Package and Pre-bid Safety Meeting .....	26
7.5 Contractor Selection .....	28
7.6 Pre-award Meeting .....	28
7.7 Contractor Award .....	29
7.8 Emergency Work .....	29
<b>8 Pre-job Activities</b> .....	<b>30</b>
8.1 General .....	30
8.2 Pre-job Review and Site Visit .....	30
8.3 Planning the Work .....	30
<b>9 Work-in-Progress</b> .....	<b>32</b>
9.1 General .....	32
9.2 Health and Safety Performance Reporting .....	33

9.3	Inspections	33
9.4	Accident and Incident Reporting	34
9.5	Emergency Drills and Exercises	34
9.6	Workers New to the Site	35
9.7	Change in Work Scope	35
10	Health and Safety Performance Evaluation	36
10.1	General Evaluation of Contractor Health and Safety Performance	36
10.2	Joint Evaluation of Contractor Health and Safety Performance	36
10.3	Periodic Evaluation of Owner's Approved Contractor List	37
Annex A	(informative) Sample Contractor Health and Safety Policy Statement	38
Annex B	(informative) Sample Pre-qualification Form	39
Annex C	(informative) Sample Cover Letter for Pre-qualification Form (PQF)	50
Annex D	(informative) Sample PQF Evaluation Form	52
Annex E	(informative) Sample Regulatory Requirements for Selected Work Activities	54
Annex F	(normative) Contractor Health and Safety Training	56
Annex G	(informative) Sample Site Visit Health and Safety Checklist	65
Annex H	(informative) Sample Contractor Health and Safety Report	66
Annex I	(informative) Sample Job-site Inspection Health and Safety Checklist	68
Annex J	(informative) Sample Health and Safety Performance Evaluation Form	71
Annex K	(informative) Sample Owner's Contractor Health and Safety Written Program	73
Annex L	(informative) Sample Audit Protocol for Owner's Contractor Health and Safety Program	80
Annex M	(informative) Example Contract Safety Language and Contract Addendum	84
	Bibliography—References Relevant to Contractor Safety	86

#### Figures

1	Contractor Health and Safety Management Elements	13
2	Sample Contractor Pre-qualification Process	21

#### Tables

1	Possible Assignment of Owner Responsibilities	8
2	Contractor Potential Risk Levels Worksheet	15
3	Potential Risk Factors and Overall Relative Risk Levels	16
4	Example of Contractor Type and Typical Contractor Health and Safety Program Elements	18
D.1	Example of an Acceptance Criteria Chart	52
D.2	Sample Contractor Pre-qualification Evaluation Form	53
E.1	Work Activities, Resources and Regulations	54
E.2	Possible PSM and RMP Owner and Contractor Responsibilities	55
F.1	Sample Contractor Health and Safety Training Matrix Outline	64

# Contractor and Owner Safety Program Implementation

## 1 Scope

Many facilities in the refining and petrochemical processing industries employ contractor personnel for a wide range of activities, from administrative support to equipment repair, maintenance, and construction. Contractor activities that involve work in or around process equipment can have an increased potential to place both contractor personnel and owner personnel at risk.

This guide is intended to assist refining and petrochemical industry facility owners and contractors to implement (or improve) an effective contractor health and safety program. In the petroleum segment, API 2220 applies to downstream activities only. This includes refineries, pipelines and marketing and distribution terminals, but not exploration and production or marine. This document provides guidance for applying the principles outlined in API RP 2220, *Improving Owner and Contractor Safety Performance*. Security issues maintain a high profile in all aspects of industry, including the contractor screening and selection process; however, security is outside the scope of this standard and is mentioned as a reminder of the need for many facilities to include security in their contractor processes.

### 1.1 General

This publication intends to preserve the independent contractor relationship while helping both owners and contractors improve contractor safety performance. It is based on experience in the petroleum and petrochemical industries and experience of firms that perform contract work for these industries. Since owner facilities, equipment, sites and contracted work are diverse, this publication may not be applicable to operations at all facilities or to all contract work performed in these operations. This publication may not apply to contractors working in low risk environments that generally do not affect facility safety, such as those that provide incidental or supplementary services such as janitorial, beverage or laundry.

#### 1.1.1 Owner Commitment to Improved Contractor Safety Performance

The owners' commitment and continued support of a health and safety process are the essential elements of all successful contractor safety programs. Effective contractor safety programs require owners to focus resources on safety and to maintain processes to review how contractor safety is being managed. To emphasize their commitment, many owners incorporate the need for contractor safety in senior management safety, health and environmental policy statements.

#### 1.1.2 Contractor Commitment to Improved Safety Performance

The success of contractor safety initiatives requires commitment from the contractor as an employer in addition to the commitment of facility owners. Owners should encourage contractor management commitment by sharing information regarding the success of effective health and safety performance as cost-effective "good business."

## 1.2 Purpose

The purpose of this publication is to assist owners and contractors to improve their safety programs. Joint commitment and support of safety program initiatives are essential in minimizing incidents and preventing injuries and illnesses. The nature of the work performed by contractors within the petroleum and chemical industries varies greatly. Some contractors perform construction and turnaround activities; other specialty contractors provide skills and services that are not typically found within an owner's work force. Other contractors may provide services to augment the peak loads and skills of owners' work forces, such as in maintenance and operation of facilities. These diverse functions and uses of contractors share a common need for effective safety programs to protect owner and contractor personnel from workplace injuries, illnesses and losses associated with incidents arising out of contractor work.