

Contractor Safety Performance Process

API STANDARD 2220
THIRD EDITION, OCTOBER 2011



AMERICAN PETROLEUM INSTITUTE

Currently in preview, click buy full version

Contractor Safety Performance Process

Downstream Segment

API STANDARD 2220
THIRD EDITION, OCTOBER 2011



AMERICAN PETROLEUM INSTITUTE

Special Notes

API publications necessarily address problems of a general nature. With respect to particular circumstances, local, state, and federal laws and regulations should be reviewed.

Neither API nor any of API's employees, subcontractors, consultants, committees, or other assignees make any warranty or representation, either express or implied, with respect to the accuracy, completeness, or usefulness of the information contained herein, or assume any liability or responsibility for any use, or the results of such use, of any information or process disclosed in this publication. Neither API nor any of API's employees, subcontractors, consultants, or other assignees represent that use of this publication would not infringe upon privately owned rights.

API publications may be used by anyone desiring to do so. Every effort has been made by the Institute to assure the accuracy and reliability of the data contained in them; however, the Institute makes no representation, warranty, or guarantee in connection with this publication and hereby expressly disclaims any liability or responsibility for loss or damage resulting from its use or for the violation of any authorities having jurisdiction with which this publication may conflict.

API publications are published to facilitate the broad availability of proven, sound engineering and operating practices. These publications are not intended to obviate the need for applying sound engineering judgment regarding when and where these publications should be utilized. The formulation and publication of API publications is not intended in any way to inhibit anyone from using any other practices.

Any manufacturer marking equipment or materials in conformance with the marking requirements of an API standard is solely responsible for complying with all the applicable requirements of that standard. API does not represent, warrant, or guarantee that such products do in fact conform to the applicable API standard.

Users of this standard should not rely exclusively on the information contained in this document. Sound business, scientific, engineering, and safety judgment should be used in employing the information contained herein.

API is not undertaking to meet the duties of employers, manufacturers, or suppliers to warn and properly train and equip their employees, and others exposed, concerning health and safety risks and precautions, nor undertaking their obligations to comply with authorities having jurisdiction.

Information concerning safety and health risks and proper precautions with respect to particular materials and conditions should be obtained from the employer, the manufacturer or supplier of that material, or the material safety data sheet.

All rights reserved. No part of this work may be reproduced, translated, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the publisher. Contact the Publisher, API Publishing Services, 1220 L Street, NW, Washington, DC 20005.

Foreword

This standard is intended to assist petroleum and petrochemical industry facility owners and their contractors in improving their safety programs with resulting health and safety benefits for all employees. The standard defines a basic approach for managing and improving contractor safety. It is supplemented by the American Petroleum Institute's (API) Recommended Practice 2221 *Contractor and Owner Safety Program Implementation*, which includes a number of annexes as samples of approaches used at some facilities, plus supplemental information. These two standards identify elements of contractor safety and health programs and provide guidance 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.

This document addresses traditional safety concerns. It does not address safety issues related to security. API has published two resources to assist evaluation of overall security needs: *API Security Guidelines for the Petroleum Industry*, April 2003 and *API/NPRA Security Vulnerability Assessment Methodology for the Petroleum and Petrochemical Industries*, 3rd Edition, April 2005. These documents (available from the API web site at www.api.org) may help facilities identify needs for special attention to security issues such as adversary identification associated with on-site presence of contractors as a route for infiltration by outsiders. Additional guidance continues to be developed through joint industry action in cooperation with Homeland Security.

Nothing contained in any API publication is to be construed as granting any right, by implication or otherwise, for the manufacture, sale, or use of any method, apparatus, or product covered by letters patent. Neither should anything contained in the publication be construed as insuring anyone against liability for infringement of letters patent.

Shall: As used in a standard, "shall" denotes a minimum requirement in order to conform to the specification.

Should: As used in a standard, "should" denotes a recommendation or that which is advised but not required in order to conform to the specification.

This document was produced under API standardization procedures that ensure appropriate notification and participation in the developmental process and is designated as an API standard. Questions concerning the interpretation of the content of this publication or comments and questions concerning the procedures under which this publication was developed should be directed in writing to the Director of Standards, American Petroleum Institute, 1220 L Street, NW, Washington, DC 20005. Requests for permission to reproduce or translate all or any part of the material published herein should also be addressed to the director.

Generally, API standards are reviewed and revised, reaffirmed, or withdrawn at least every five years. A one-time extension of up to two years may be added to this review cycle. Status of the publication can be ascertained from the API Standards Department, telephone (202) 682-8000. A catalog of API publications and materials is published annually by API, 1220 L Street, NW, Washington, DC 20005.

Suggested revisions are invited and should be submitted to the Standards Department, API, 1220 L Street, NW, Washington, DC 20005, Standards@api.org.

Currently in preview, click buy full version

Contents

	Page
1 General	1
1.1 Objectives	1
1.2 Scope	2
1.3 Elements of a Contractor Safety Management Program	1
2 Normative References	3
3 Terms and Definitions	4
4 Owner Action to Improve Contractor Safety Performance	6
4.1 General	6
4.2 Owner Commitment To Improved Contractor Safety Performance	7
4.3 Contract Safety Language	7
4.4 Contractor Bid Package and Prebid Safety Meeting	7
4.5 Including Site-Specific Safety and Health Requirements In the Bid Package	8
4.6 Selecting a Contractor	8
4.7 Site Training Requirements for Contractors	9
4.8 Pre-job Safety Meeting	9
4.9 Safety Orientation of the Contractor's Work Force	9
4.10 Reviewing Contractors' Safety Performance	9
4.11 Maintaining Safety Statistics for Contractor Performance	9
4.12 Safety Performance and Evaluation	10
5 Contractor Action to Improve Safety Performance	10
5.1 General	10
5.2 Compliance With Owner's Safety Expectations	10
5.3 Accident Prevention and Investigation	10
5.4 Safety Inspections	10
5.5 Safety Training	10
5.6 Medical Care	11
5.7 Emergency Response Plans	11
5.8 Incentive Programs	11
5.9 Industrial Hygiene	11
6 Effective Safety and Health Communication	11
Annex A (informative) Contract Safety Language and Contract Addendum	12
Annex B (informative) Bid Package: Request For Information	14
Annex C (informative) Workers Compensation Experience Modification Rates	16
Annex D (informative) Contractor Safety Orientation	17
Annex E (informative) Contractor Safety Program Checklist	20
Bibliography—References Relevant To Contractor Safety	25
Figure	
1 Contractor H&S Program Management Elements	2

Introduction

Owners and contractors shall provide safe workplaces and protect the safety and health of their work forces. When they work together to improve the safety and health of contractors, both benefit. Benefits that come from a comprehensive and systematic contractor safety program include the following.

- a) Safety and well-being of contractor and owner employees are improved.
- b) Improved quality and productivity result from implementation of a comprehensive contractor safety program which requires that workers be properly trained for their job tasks, are familiar with their job requirements and conform to procedures.
- c) Fewer incidents result in more controllable project costs and less need for regulatory action.
- d) The potential for damage to the owner's facility and the contractor's equipment is minimized.

Application of any section of this publication should be based on a management decision that takes into account the type of work, the level of risk and the expected safety performance. This is not a compliance guide although mention is made of some areas where regulatory requirements may apply, such as those (in the U.S.) of OSHA, DOT, or EPA. It is always the responsibility of owners and contractors to review and comply with their respective legal requirements and obligations.

Contractor Safety Performance Process

1 General

1.1 Objectives

The purpose of this standard is to assist owners and contractors in developing, improving and maintaining their mutual safety programs. Widely diverse contractor functions and uses may include resident, non-resident, long-term and short-term contractors. These have in common the need for effective safety programs to protect both owner and contractor personnel from workplace injury and illness, as well as from losses associated with incidents arising out of contractor work. This standard aims to help both owners and contractors improve the contractor's safety performance while preserving the independent contractor relationship. It was developed for the petroleum and petrochemical industries and the firms that perform contract work for them.

1.2 Scope

Contractors perform greatly varied work within the petroleum and petrochemical industries. Some perform construction and turnaround activities or drilling and well servicing; specialty contractors provide skills and services that are not typically found within an owner's work force. Contractors may even provide services that augment the peak loads and skills of owners' work forces, such as in the maintenance and operation of facilities. Since owner sites and contracted work are diverse, this standard may not be applicable to all operations at each company or to all contract work performed in those operations. As such, this publication may not apply to incidental contractors that generally do not affect facility safety, such as those that provide janitorial, laundry and delivery services.

This document addresses "conventional" safety and health. It does not address safety concerns associated with security or terrorism issues.

1.3 Elements of a Contractor Safety Management Program

A comprehensive contractor safety and health process contains, but is not limited to, the following elements shown in the Figure 1 flow chart:

— Contractor Safety Management System

A written plan shall be developed by the owner that identifies specific objectives and documents necessary procedures. This clearly defines and assigns accountabilities; establishes measurement and evaluation criteria; and provides a system for feedback and improvement. The management system requires regulatory compliance.

— Potential Contractor Pre-qualification

The owner shall use a defined mechanism to pre-qualify contractors for consideration for work at a facility.

— Contractors Selected

Bidding contractors shall ensure that their employees are qualified to perform the type of work to be done. The selection process shall ensure that the contractor understands the scope of work, and that the contractor meets the site and regulatory safety and health requirements.

— Pre-job Verification

The owner shall verify that the contractor is familiar with the location, facility, personnel, facility contractor program, hazards, facility requirements and other work information before work begins.