



**CIRCUIT CONTROLS CORPORATION  
OUTSIDE CONTRACTOR REGULATIONS**

Appendix A

1. Contractor will assure CCC that all work practices will be done safely.
2. Employees of Contractor will wear safety glasses with side shields provided by contractor when on CCC property.
3. Use barriers and guards to prevent injury resulting from objects falling into or over employees work or walk area.
4. Use safety harnesses when necessary to protect employees; such as when working on the roof where side rails are not available, etc. & per MIOSHA rules and regulations.
5. No cameras allowed except by approval of CCC.
6. All cylinders under pressure empty or full are to be chained or secured.
7. Contractors are responsible for safe isolation of energized equipment that belongs to CCC when working on such equipment.
8. Upon hearing an evacuation alarm, contractor's employees are to leave the building and report to the front parking lot.
9. Contractor Supervisor will submit a list of their working employees on the job daily to the Project Manager.
10. Contractors must comply with all requirements of MIOSHA and other applicable Federal, State and Local rules and regulations. SDS must be submitted to the EHS Manager for any hazardous product that you plan to bring into our workplace. SDS are available to you and your employees upon request for any and all chemicals in our work areas.
11. Contractors must comply with all requirements of our Environmental, Safety & Health Management System & Policies, which includes the recycling of Universal Waste.
12. Contractors will keep work area clean while performing required work and clean area upon completion of work.
13. Contractor will furnish all equipment to do required work: ladders, tools, etc. and are not to use CCC owned equipment, unless authorized.
14. Smoking is allowed in designated area only; the rest of the facility is a non-smoking area.
15. Contractor's safety program will be in effect inside the construction area while CCC's safety procedures are also in effect. Failure to comply with CCC's safety policies and procedures may result in temporary shut down or termination of the job.
16. Employees of contractor are to stay in designated work areas and are not allowed in other areas of the facility.
17. **All Contractors must have reviewed our Contractors Orientation Program and be familiar with our Hazard Communication Program which may be viewed on our web site: [www.circuitcontrols.com](http://www.circuitcontrols.com).**
18. **Contractor to provide ACORD Certificate of Insurance with current expiration date for the minimum amount of \$500,000 / \$1,000,000 general liability – bodily injury**
19. All contractors, upon arrival, must sign in at the front desk and sign-out upon departure.

SIGNED  
 BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Owner or Manager)

COMPANY / DBA: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**I have read and understand the Contractor Orientation provided by Circuit Controls Corporation and submit this acknowledgement and agreement. It is not intended to cover every possible situation. All contractors are expected to use common sense and safe work practices at all times. *This certificate expires three years from the above date and must be updated triennially.***

***FAX (or email) SIGNED COPY TO: Circuit Controls Corporation: (231) 347-2267***