



MOSCONE CENTER

Contractor Safety Program



PURPOSE

The purpose of this document is to outline how contractors work at Moscone Center and to provide Moscone Center management and contractors with a clear and concise understanding of the safety requirements while working at Moscone Center.

RESPONSIBILITY

The following general obligations and the more specific obligations associated with specific Cal/OSHA standards are to be enforced by the Moscone Center safety management team. Both the Chief Engineer and the General Manager have overall responsibility for contractor compliance as well as access and adherence to Moscone Center safety procedures.

GENERAL REQUIREMENTS FOR CONTRACTORS AT THE MOSCONE CENTER

For the purposes of Cal/OSHA enforcement, Moscone Center is a “multi-employer” worksite. This means more than one employer may be citable by Cal/OSHA for the exact same hazardous condition. Moscone Center expects all contractors to work safely and follow all Cal/OSHA requirements covering the work that they perform.

Contractors and their employees fall into two general categories: those contracted directly by Moscone Center and those contracted by another entity to perform work at the Moscone Center. The following policies cover all contractors and their employees that will be performing work at the Moscone Center:

Contracted directly by Moscone Center:

- Alert the Chief Engineer or Security of your arrival.
- Only enter and exit the property through areas designated by the Chief Engineer and/or Security.
- SDS sheets must be available and shared with the Moscone Center Chief Engineer for all hazardous chemicals used by the Contractor on Moscone Center property prior to starting work.
- All hazardous chemicals must be labeled as required by Cal/OSHA.
- All hazardous chemicals must be removed from Moscone Center when the Contractor’s work is finished for the day or shift. If overnight storage is necessary, the contractor must first obtain prior approval from the Moscone Center Chief Engineer.
- Contractors are responsible for the proper disposal of all hazardous chemicals or waste.

All Contractors:

- When parking do not park in assigned spaces, and do not block doors, ramps, docks or walk-ways.
- Identification such as badges or wrist bands must be visible at all times. The Chief Engineer and or Security (either Moscone Security or the Event Security Contractor) will determine what sort of identification is needed and convey any special identification requirements.
- All packages, including lunch boxes and tool boxes are subject to inspection upon arrival and departure of the property.
- Contractors must limit their employee's access and movement to their assigned general work area.
- Contractors' must provide all necessary safety equipment as required by Cal/OSHA and Moscone Center.
- Contractors must observe and obey all Moscone Center health and safety standards as stipulated by Cal/OSHA General Industry Safety Orders and any applicable ANSI standards (i.e. A10.42-2000-Safety Requirements for Rigging). Contractor employees must wear personnel protective equipment required as required by Moscone Center or by its own Safety and Health Program. Effective September 1, 2016 all Contractors using motorized equipment spotters (forklifts, boom lifts, scissor lifts, etc.) shall wear a CA approved high visibility vest.
- Contractor employees must not enter unauthorized areas.
- Contractor employees must follow Lockout/Tagout procedures as required by Cal/OSHA Standards 1910.147 and 1910.333. Contractors hired by other entities may not use hazardous materials without written consent by the Moscone Center Chief Engineer.

Contractors hired to perform certain high risk tasks such as construction, show prep, ejection pit entry, arena rigging, high voltage proximity work, and scaffold erection are subject to the more specific requirements covering those activities. Please see Moscone Center's confined space entry, hazard communication, safe electrical work practices, fall protection, scaffolding and lock out tag out policies for specific contractor requirements pertaining to these activities

SELECTING CONTRACTORS

The Moscone Center Chief Engineer shall be involved in the selection of Contractors hired by Moscone Center to perform work at Moscone Center.

The General Manager's approval must be obtained to hire a contractor to perform any work at Moscone Center that involves specific Cal/OSHA requirements e.g. LOTO, confined space, scaffold erection.

MOSCONE CENTER'S CONTRACTOR OVERSIGHT

The Moscone Center Chief Engineer or his/her designee will be routinely inspecting contractor work for conformance to Moscone Center's safe work practices as stipulated by Cal/OSHA General Industry Safety Orders and any applicable ANSI standards (i.e. A10.42-2000-Safety Requirements for Rigging). Depending upon the work being performed and the risks involved to employees, this inspection process may be constant – Moscone Center will have a representative nearby observing the contractor work at all times. Moscone Center will document these inspections and archive the results. All violations will immediately be brought to the contractor's attention and corrected before work continues. A written description of the hazardous condition will be part of a warning letter hand delivered to the contractor that same day that also specifies that a recurrence or additional unsafe work practices can and may lead to immediate contract breaching and dismissal. This enforcement power over contractor work will be written into bid specifications as part of the hiring process to ensure the contractor is aware of this possibility should it fail to work safely.

If the Moscone Center's designee determines that the condition is serious enough that it demonstrates a disregard for the safety of the contractor's employees and Moscone Center employees or both and puts these employees at risk of serious bodily harm or death, the Chief Engineer will consult with the Director of Event Management to determine if the contractor will be immediately dismissed. If the condition warrants it, the contractor will be dismissed immediately and asked to cease all work and leave Moscone Center.

This enforcement power over contractor work will be written into bid specifications as part of the hiring process to ensure the contractor is aware of this possibility and will act accordingly.

BID SPECIFICATIONS FOR VENDORS CONTRACTED BY THE MOSCONE CENTER

Bid specifications will include language that holds the contractor directly responsible for:

- All Contractors must have a Certificate of Insurance (COI) on file before any work begins. A COI must be included as part of a bid package.

- General safety and health of its employees via a universal contract clause.
- A specific clause that identifies those particular Cal/OSHA standards governing the specific work being contracted (e.g. Permit Required Confined Space Entry) for which the contractor must comply. The language will identify the need for finished work and installations to conform to the current and relevant specific consensus codes like the National Electrical Code or National Fire Protection Association codes as well as the standards covering the safety of the employees conducting the work (e.g. Cal/OSHA's Safe Electrical Work Practices). This language must be drafted by a Moscone Center safety representative and reviewed and approved by the General Manager as well as any corporate legal personnel deemed appropriate.
- A specific clause that notifies the contractor that serious worker safety infractions as determined by Moscone Center can and will lead to its immediate dismissal from the premises.
- Oversight: Establish oversight, coordination and enforcement to ensure the contractor safety and health program is adequate and implemented properly.
- Verify that contractors comply with applicable safety and health regulations by conducting regular inspections of the area where the contractors are working.
- Prompt Control of Hazards: Ensure prompt correction and/or control of any hazards that are identified under the contractor's control.
- Consider penalties such as contractor correction and/or contractor dismissal for repeated noncompliance by contractors, vendors or individuals.