

It's about...

**LIFE**

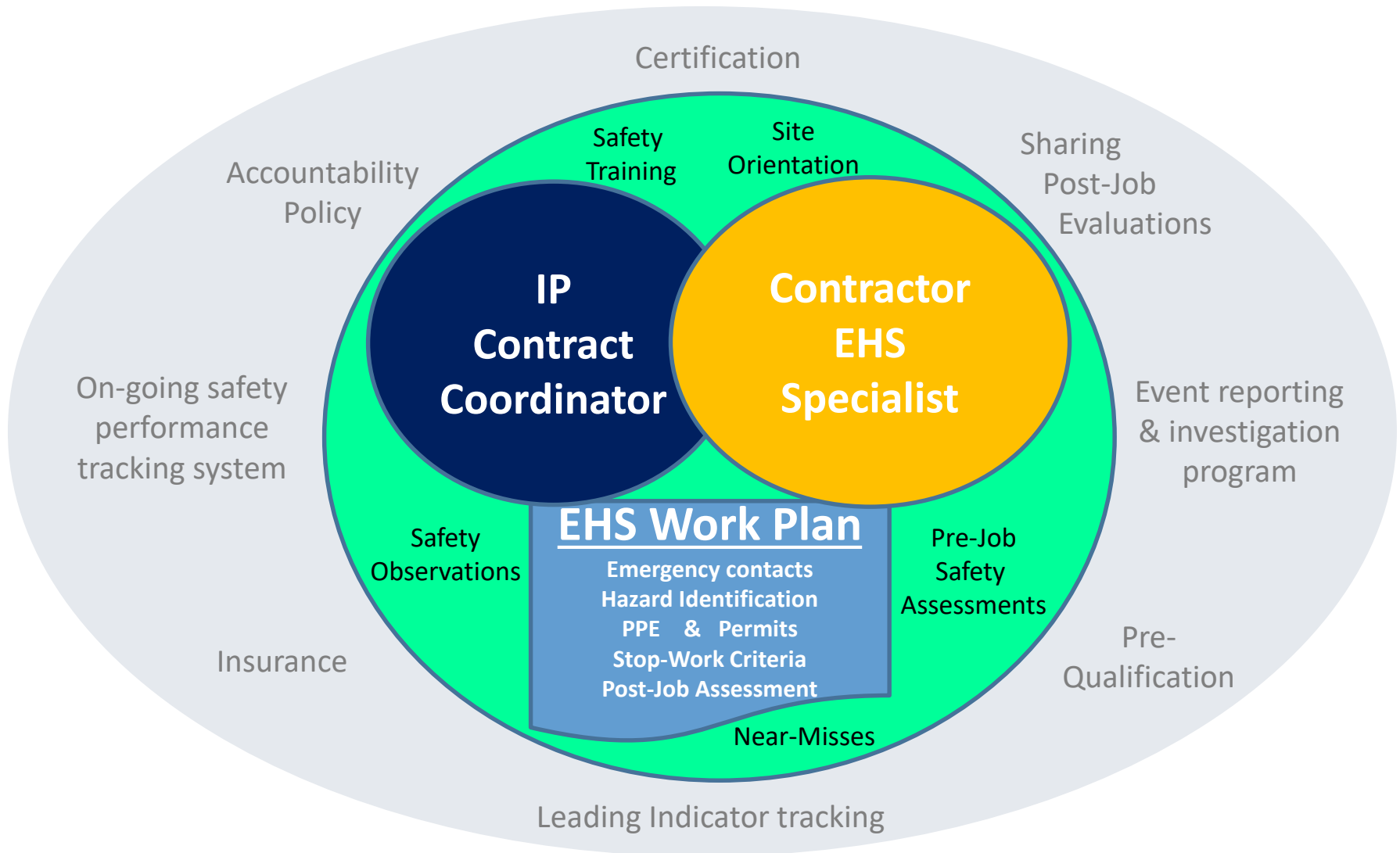
LIFE-CHANGING  
INJURY AND  
FATALITY  
ELIMINATION



# IP's Contract Coordinator

**June 19, 2018**

# Most Important Elements



# IP's Contract Coordinator

**IP Contract Coordinator (IPCC):** *The IP employee responsible for the contractor. The IPCC works with the contractor EHS Specialist in planning the job using the EHS Work Plan, performs periodic audits during the job, and once complete, conducts a post job review.*



**Most  
Critical  
Position**

1. Ensures pre-qualification is complete
2. Confirm site orientations were taken
3. Completes the **EHS Work Plan** and **reviews the job** with the contractor
4. Performs periodic audits
5. Completes a post-job evaluation

# Contractor's EHS Specialist

**EHS Specialist:** *The contractor employee who is the EHS trained individual who is the liaison between the IP Contract Coordinator (IPCC) and the contracting team. The number of EHS Specialists required depends on the type of work and size of crew.*

**Most  
Critical  
Position**

1. Ensures everyone has had site orientation
2. Completes the EHS Work Plan with the site IPCC
3. Shares the EHS Work Plan with the team
4. Conducts periodic audits
5. Participates in pre-job safety assessments and daily toolbox meetings
6. Manages incidents, if they occur
7. Ensures the team is properly trained
8. Maintains personnel list and contract info
9. Confirms all work permits are completed
10. Completes post-job assessment checklist before departure

Contractor Group Size	# of EHS Specialists
1-20	1 part-time
21-40	1 full-time
41-60	2 full-time
61-80	3 full-time
> 81	4 full-time

# EHS Work Plan

Completed prior to beginning work

Continual, recurring or general presence contractors, complete EHS Work Plan annually

Plans will include:

- General information
- Key contact & EHS info.
- Hazard communication
- Required procedures, & permits
- Start / Stop Work criteria
- Signatures of all technicians

EHS WORK PLAN				
<p>One plan must be completed for each job or annually for contractors, suppliers or service providers with continual, recurring or general presence at the site. Complete form prior to beginning work and post at the job location until work is completed. Use the form to facilitate the pre-job meeting and walkthrough, information sharing, and Pre-Job Safety Assessments. The IP Contract Coordinator and Contractor EHS Specialist shall provide a general overview of their pertinent information, policies and expectations (check the appropriate box - R=Reviewed, NA=Not Applicable). The level of detail needed is to be determined based on the job, location, nature of the work, and other risk-based factors. The Contractor EHS Specialist shall then review applicable policies with the contractor employees.</p>				
GENERAL INFORMATION				
Date:		Facility:		
Department:		Location of Job:		
Job Description:				
Start Date:		End Date:		Job Duration:
Contractor company:		Employees on Site:		Day: Night:
Purchase Order #:		Job #:		
KEY CONTACT INFORMATION				
Title	Name	Office Phone	Cell Phone	Email
IP Contract Coordinator:				
IP Rep or Engineer:				
IP Operating Supervisor:				
Contractor Representative:				
Contractor EHS Specialist:				
GENERAL EHS INFORMATION, EMERGENCY ACTIONS, AND EHS CONTACTS				
Title	Phone	Title	Phone	
Security:		Fire Emergency:		
Medical Emergency:		Safety Department:		
Medical treatment location:				
Nearest Safety Shelter Location:				
Assembly Area:				
Evacuation Route:				
Nearest Eyewash / Safety Shower:				
Nearest Fire Hose / Extinguisher:				
Vehicle entry requirements:		Gate entry/ext:		Speed limit on site:
Staging of tools and equipment:				
Site-specific restricted items, i.e. bicycles, plastic, etc.:				
Safety Meeting Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Once per shift <input type="checkbox"/> Twice per shift <input type="checkbox"/> Other (specify)				
Y	N	List of Applicable EHS Information, Policies and Expectations has been reviewed and is attached to this work plan.		
HAZARD COMMUNICATION				
R	NA	(Identify and communicate the following as applicable to the specific work area)		
		Method to communicate EHS information to contractors who do not speak the local language.		
		Safety Data Sheets (SDS's): <ul style="list-style-type: none"> <li>o Chemicals located near the job location or areas where contractors may be working</li> <li>o Chemicals located near or along pedestrian walking routes</li> <li>o Chemicals brought onsite by the contractor, which must be approved through the site's Chemical Management Process. List here:</li> </ul>		
		o Others by request		

# A Mill Success Story





# Safety Leading Indicators

