

Safety Policy & Procedure for Contractors

Contractors shall bear responsibility for their employees' actions, ensuring they possess the necessary training and qualifications. They must adhere to all relevant rules pertaining to their assigned tasks and locations, including the proper utilization of Personal Protective Equipment (PPE). When engaged in tasks for PHI Health, LLC d/b/a PHI Air Medical ("PHI Air Medical"), contractors are obligated to comply with all PHI Air Medical policies and procedures.

- A.** As of July 1, 2014, all contractors shall be required to meet the requirements outlined in PHI's Contractor Management process.
- B.** All contractors at PHI Air Medical Bases must report to the appropriate Air Medical Base Supervisor (AMBS) prior to beginning work. A pre-job brief shall be conducted by appropriate PHI Air Medical Management personnel to include but not limited to, the following:
 - a)** Understanding of the work to be performed,
 - b)** Identification of potential exposure to the job risks,
 - c)** At minimum, follow OSHA's PPE Standards
- C.** All Approved Contractors and Subcontractors (Long Term), shall:
 - (1)** Be involved in PHI Air Medical scheduled Safety Meetings.
 - (2)** Provide PHI Air Medical Health, Safety, Environment and Quality (HSEQ) with Safety Data Sheets (SDS) for any chemical/materials they bring onto PHI Air Medical premises.
 - (3)** Remove extra or excess chemicals for which they brought onto the premises and any hazardous waste they generate. No chemicals intended for disposal should be added to PHI Air Medical waste containers without prior approval is given from the PHI Air Medical HSEQ Department. All Federal, state and local applicable environmental rules and regulations must be followed when removing chemicals.
 - (4)** Keep work areas neat and clean at all times.
 - (5)** Immediately report all injuries, vehicle accidents (on PHI Air Medical property and/or concerning PHI Air Medical employees), near misses, fires and unsafe conditions to the sponsoring PHI Air Medical representative. Cooperate in a complete investigation of all injuries, vehicle accidents, near misses, fires and unsafe conditions, if necessary.

- (6) Have established safety and health programs, including safe work procedures in place before starting work on PHI Air Medical premises.
- (7) Hold pre-job safety meetings and safety orientations with PHI Air Medical personnel.
- (8) Use proactive safety measures to eliminate incidents and preventable loss.
- (9) Provide proof of training or other safety documentation upon request.
- (10) Conduct and document incident investigations and implement corrective measures.
- (11) Participate in safety meetings, Job Safety Analyses (JSA), & audits/inspections upon request.
- (12) Be responsible for ensuring that all of its Subcontractors are compliant with all of the contractor requirements outlined in this section.
- (13) Assumes full and sole responsibility for ensuring the safety of its personnel and subcontractors.