Contractor Risk Assessment

In case of emergency, call:

Print, retain and post a copy in the work area for the duration of the project.

Instructions: The Contractor must complete a risk assessment for the work they will perform. If the Contractor Company does not have an existing risk assessment process to meet regulatory requirements, they must complete this form or similar. The Contractor is responsible for defining the risks of the work, the associated hazards, and demonstrate the controls are in place for each. The RTX Contractor Coordinator must acknowledge receipt of the completed risk assessment before work begins. Local regulatory requirements will supersede RTX's Contractor safety expectations if they are more stringent. The work governed by this assessment must stop if the conditions are no longer met. This assessment is only valid when all sections are completed and signed by the appropriate individuals.

Section I: Contractor general information

Contractor company:	Date:
Facility/location/installation/equipment:	
Project (work) description:	
P/O or work order number:	

Has a documented risk-control procedure been provided to supplement this form?

☐ YES – Reference of procedure:

☐ NO – Hazard identification and control will be documented by this form.

Impacted area(s):

Section II: Scope of work (potential risks and hazards)

A. Will utility/facility services need to be accessed or isolated? ☐ No utilities are present, go to B.

Water	☐ NO	☐ YES	Electrical	☐ NO	☐ YES	Compressed air	☐ NO	☐ YES
Chemical supply lines	☐ NO	☐ YES	Wet process drain	☐ NO	☐ YES	Industrial waste drain	☐ NO	☐ YES
Sprinkler	☐ NO	☐ YES	Fire safety	☐ NO	☐ YES	Gas lines	☐ NO	☐ YES
HVAC	☐ NO	☐ YES	Process ventilation	☐ NO	☐ YES	Steam	☐ NO	☐ YES

☐ Other:

B. Are specialty task permits required? ☐ No, go to C.

*Cardinal Rules apply

Asbestos abatement	☐ NO	☐ YES, date(s):	Line breaking	☐ NO	☐ YES, date(s):
Bulk tank use	☐ NO	☐ YES, date(s):	Live electrical*	☐ NO	☐ YES, date(s):
Confined space entry*	☐ NO	☐ YES, date(s):	Lockout/tagout (LOTO)*	☐ NO	☐ YES, date(s):
Critical lifts	☐ NO	☐ YES, date(s):	Traffic or parking restrictions	☐ NO	☐ YES, date(s):
Excavation/trenching	☐ NO	☐ YES, date(s):	Use of scaffolding (>36 in./11 m)	☐ NO	☐ YES, date(s):
Fire system impairment	☐ NO	☐ YES, date(s):	Working at heights*	☐ NO	☐ YES, date(s):
Hot work	☐ NO	☐ YES, date(s):	Other, dates:		
Interlock bypassing	☐ NO	☐ YES, date(s):			

C. Potential risks or hazards of the job/task? Check all that apply and add any additional hazards. Refer to the Appendix for detailed instructions for each.

☐ 1. Air, water or soil contamination
☐ 2. Caught between
☐ 3. Chemical exposure (gas, liquid, dust)
☐ 4. Chemical release or spill
☐ 5. Compressed gas cylinders
☐ 6. Disturbance of asbestos-containing materials
☐ 7. Drowning or suffocation
☐ 8. Engulfment from excavation or trenching
☐ 9. Entry into a confined space(s)*
☐ 10. Excessive noise exposure
☐ 11. Explosion hazards
☐ 12. Extreme temperature contact
☐ 13. Fall from heights or erection of scaffolding*
☐ 14. Falling or dropped objects
☐ 15. Flammable/combustible material
☐ 16. Generation of hazardous waste
☐ 17. Hoist, crane, mobile crane or equipment*
☐ 18. Inclement weather
☐ 19. Ionizing radiation exposure
☐ 20. Machine guarding*
☐ 21. Material handling
☐ 22. Nonionizing radiation (UV, infrared, magnetism)
☐ 23. Poor lighting/illumination
☐ 24. Powered and industrial vehicles*
☐ 25. Slips, trips and falls
☐ 26. Stored energy requiring LOTO*
☐ 27. Struck by or against
☐ 28. Use of chemicals
☐ 29. Use of corded tools needing ground-fault circuit interrupter (GFCI)
☐ 30. Use of lasers or laser levelers
☐ 31. Working alone
☐ 32. Work with live electrical parts*
☐ Other:

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Contractor Risk Assessment

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Section III: Identified Hazards and Controls

Hazard mitigation: For hazards described above, the Contractor must mitigate the hazard prior to starting work. **For personal protective equipment (PPE) and application of hazardous substances, the Contractor must provide safety data sheets (SDSs), describe the location, and use an application and control measures to minimize exposure.**

#	Hazard:	Control measures to reduce risks:
1		
2		
3		
4		
5		
6		
7		

Note: Further hazard identification and risk assessments must be detailed in additional pages; attach them to the assessment as needed.

List all required PPE here:

Section IV: Acknowledgement

RTX Contractor Coordinator

I acknowledge receipt of Contractor risk assessment.

Print name:	Signature:
Date:	Phone number:

Additional requirements:

Contractor has also provided the following additional documents (as applicable): ☐ Job Hazard Analysis (JHA) or ☐ Project Safety Plan

Contractor site lead (person in charge)

I confirm that the Contractor/subcontractor employees carrying out the described work have the appropriate skills, knowledge, information, tools and PPE to safely perform the work. My signature confirms that I have reviewed the permit conditions and control measures with the Contractor employee(s) carrying out the work and have ensured they have received the site safety orientation and general emergency procedures. I will notify the Contractor Coordinator if any project conditions change that warrant an update to this permit before proceeding with the work.

Company:

Print name:	Signature:
Date:	Phone number:

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Contractor Risk Assessment

In case of emergency, call:

Section IV: Acknowledgement, continued

Use additional pages as needed.

Subcontractors carrying out the work ☐ The person in charge is the sole person carrying out the work (no signatures required). Identify the names of the subcontractors carrying out the work.	
Company name:	Onsite supervisor name:
Company name:	Onsite supervisor name:
Company name:	Onsite supervisor name:

Company:	
Print name:	Signature:
Date:	Phone number:

Company:	
Print name:	Signature:
Date:	Phone number:

Company:	
Print name:	Signature:
Date:	Phone number:

Company:	
Print name:	Signature:
Date:	Phone number:

Company:	
Print name:	Signature:
Date:	Phone number:
Notes	

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Contractor Risk Assessment

In case of emergency, call:

Documentation must be retained per BU policy.
Your onsite EH&S representative may request a copy of this document.

Section V: (optional) Post-job completion checklist.

I have reviewed the scope of work and risk assessment and agree with the control measures to reduce risks.			
1	All entrants have been removed and openings closed/protected.	☐ YES	☐ NO
2	All locks and tags have been removed from the equipment.	☐ YES	☐ NO
3	The confined space debriefing was recorded.	☐ YES	☐ NO
4	The equipment is reenergized and is running in a normal state.	☐ YES	☐ NO
5	The fire watch is complete.	☐ YES	☐ NO
6	The job is complete.	☐ YES	☐ NO
7	There are no residual heat or fire hazards.	☐ YES	☐ NO
8	Openings in the pipe, piping component or vessel verify that the material left has changed temperature and/or consistency and that no hazard exists.	☐ YES	☐ NO
9	The pipe, piping component or vessel can be seen via end-to-end visual confirmation.	☐ YES	☐ NO
10	The pipe, piping component or vessel has been thoroughly flushed with water.	☐ YES	☐ NO
11	The equipment has been inspected and is ready to be reenergized.	☐ YES	☐ NO
12	Was there an injury?	☐ YES	☐ NO
13	Were problems, issues or hazards created or encountered during the permitted work?	☐ YES	☐ NO
14	Work area barricades have been removed.	☐ YES	☐ NO
15	The worksite was left in a safe and clean condition.	☐ YES	☐ NO
16	The work supervisor of the Contractor working on the fire protection system was confirmed and communicated to the authorized individual that the system is in state and to be returned to service.	☐ YES	☐ NO
17	Impaired equipment was restored to normal working order and necessary inspections and tests have been conducted to verify that the affected systems are operational.	☐ YES	☐ NO
18	Impairment tag(s) have been removed.	☐ YES	☐ NO
RTX Contractor Coordinator			
Signature:		Date:	

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Contractor Risk Assessment Guidance

In case of emergency, call:

Instructions: If the Contractor does not have a formal process for developing a Job Safety Plan or Method of Safe Work, this form may be used as a guide to assist the Contractor. The hazards and controls identified on this form must be transferred to a JHA, Job Safety Plan or Method of Safe Work and recorded on the Contractor Risk Assessment.

Appendix: Task/hazards and actions/controls

Task/hazard (check all applicable)	Required actions/controls (check all applicable)
☐ **Contractor employee working alone or in remote location**	☐ The Contractor employee(s) must review site specific alarms with the RTX Contractor Coordinator, including actions they need to take when alarm sounds. (Required)
	☐ If contractors are working in areas where alarms cannot be heard, the Contractor employee(s) must establish communication methods with the RTX Contractor Coordinator, so notification of emergency situations can be effectively communicated. (Required)
	Describe communication methods to be used below.
☐ **Confined space entry**	☐ If work requires entry into a nonhazardous (non-permit-required) confined space, Contractors must complete an appropriate Non-Hazardous Confined Space Work Assessment Form. (Required)
	☐ If work requires entry into a hazardous (permit-required) confined space, a compliant confined space entry permit must be used for the entry and a confined space Entry Rescue Plan must be documented. (Required)
☐ **Facility live electrical work**	☐ If live electrical work will be performed on electrical equipment operating at ≥ 50 volts AC/DC (including breaker panels, disconnects, electrical buses, installation of new or replacement of electrical wiring, other electrical distribution system components, making electrical connections or modifications, etc.) a compliant Energized Electrical Work Permit must be used for the work. (Required)
☐ **Hot work (welding, cutting, grinding, brazing, soldering, etc.)**	☐ If work will involve one or more types of hot work, the Contractor employee(s) working on RTX sites must complete the FM Global Hot Work Permit process – including required danger zone identification, fire watch and permit closure. (Required)
☐ **Service/maintenance of equipment/systems, including the removal of machine guards (requires hazardous energy control (LOTO))**	☐ The Contractor must create compliant machine/equipment energy control procedures (ECPs) if one does not exist, prior to starting work requiring hazardous energy control (LOTO). (Required)
	☐ Each contractor employee performing LOTO activities must always apply their own individual LOTO locks and tags to each energy control device. (Required)
	☐ Energizing equipment during troubleshooting is only allowed for the specific energy sources required to troubleshoot – alternative protective measures must be in place during troubleshooting. (Required)

Continues on next page

Contractor Risk Assessment Guidance

In case of emergency, call:

Appendix: Task/hazards and required actions/controls

Task/hazard (check all applicable)	Required actions/controls (check all applicable)
☐ **Work at height (elevated work ≥ 24 in. – 60 cm)** **NOTE: Any changes to identified elevated work scope or controls require work to stop and the project to be reassessed.**	☐ If work is performed at elevation, the Contractor must identify suitable fall protection means for Contractor employees working at height, including providing appropriate fall protection equipment, proper training of contractor employees for the use of the equipment. (Required) Elements to consider include the method of access to the elevated work location and fall protection to be used by the Contractor employees. (Required)
	☐ If personal fall arrest equipment will be used, a written Rescue Plan for suspended Contractor employees must be developed. (Required)
	☐ If work at height is planned, contractors must identify any potential danger areas below the elevated work location and provide barricades or other suitable means to restrict access to danger areas beneath elevated work. (Required)
☐ **Work requires use of Contractor-supplied chemicals.**	☐ If the Contractor will supply chemicals for use on an RTX site, the Contractor must provide SDSs for all proposed chemicals planned for use and receive approval through the RTX site EH&S chemical approval process prior to use. (Required)
	☐ Contractors must work with the RTX Contractor Coordinator to identify the location of all applicable site emergency eyewashes and showers. (Required)
	☐ Contractors must ensure adequate ventilation is in place to control chemical exposures. (Required)
☐ **Work involves demolition/construction of building elements or building structural components (e.g., walls, ceilings, roofs, structural steel, columns, etc.).**	☐ The Contractor must review the RTX site asbestos-containing materials (ACM)/presumed ACM (PACM) inventory with the RTX Contractor Coordinator. (Required)
	☐ If work involves structural demolition activities (demolition of walls, structural steel, columns, etc.), a project-specific written Demolition Safety Plan must be developed by the Contractor and approved by a competent engineer prior to the start of demolition activities. (Required)
	☐ The Contractor must verify if the region/municipality requires permits for demolition and construction activities and ensure that approved/valid permits are in place prior to work. (Required)

Continues on next page

Contractor Risk Assessment Guidance

In case of emergency, call:

Appendix: Task/hazards and required actions/controls

Task/hazard (check all applicable)	Required actions/controls (check all applicable)
☐ **Work involves trenching or excavating activities.**	☐ Contractors must verify if the region/municipality requires permits for trenching/excavation and ensure that approved/valid permits are in place prior to work. (Required)
	☐ Contractors must ensure that underground utilities are identified and the area marked for the location underground utilities prior to the start of excavation or trenching activities. (Required)
	☐ Contractors must provide a means to protect excavations or trenches from collapse during work to prevent potential engulfment or entrapment hazards. (Required)
	☐ All earth-moving equipment must have an audible alarm when operating in reverse. Audible alarms must be of sufficient sound level to be heard over ambient noise. (Required)
☐ **Work has the potential for generating waste (hazardous/nonhazardous, potential wastewater discharges, soil findings, etc.).**	☐ The Contractor and RTX Contractor Coordinator must work with RTX site EH&S to complete a review of proposed Contractor waste generation, collection and disposal activities to verify compliance with RTX and regulatory requirements. (Required)
	☐ The Contractor shall provide trash removal containers for construction debris and general trash unless the previous agreement with the RTX Contractor Coordinator and RTX site EH&S has been identified.
☐ **Work involves the operation of a Contractor-provided powered industrial vehicle (PIV).**	☐ Contractor PIV operators must be properly trained in safe PIV operation and shall carry proof of training with them in some form (e.g., permit, wallet card, copy of a training record, etc.) and provide their training information to the RTX Contractor Coordinator for review. (Required)
	☐ Contractor-operated PIV speed will be limited to 6 mph/10 kph (approximately twice walking speed) inside the building. (Required)
	☐ All fork trucks, electric buggies, carts and earth-moving equipment must have an audible alarm when operating in reverse. Audible alarms must be of sufficient sound level to be heard over ambient noise. (Required)

Continues on next page

Contractor Risk Assessment Guidance

In case of emergency, call:

Appendix: Task/hazards and required actions/controls

Task/hazard (check all applicable)	Required actions/controls (check all applicable)
☐ **Work involves the use of cranes, hoists or rigging.**	☐ All Contractor lifts using a crane or hoist must be evaluated to determine if they meet the RTX requirements of a "critical lift." (Required). If the lift is identified as a critical lift, the Contractor must develop a Critical Lift Plan containing the applicable information required by RTX, site or country regulations. (Required)
	☐ All Contractor-provided cranes must be fit for the intended use, operated by a certified operator and have a current safety inspection. (Required)
	☐ The Contractor must provide copies of the Contractor crane operator's certification and the current crane safety inspection to the RTX Contractor Coordinator prior to crane operations. (Required)
	☐ Areas beneath the lift zone must be clear of people and access restricted. (Required)
☐ **Work will require the use of PPE. (Required for all Contractor work)**	PPE (select all that apply) ☐ Safety glasses with side shields (required) ☐ Safety or splash googles; ☐ Face shield; ☐ Shoes/boots – safety toe; ☐ Metatarsal guards ☐ Boots – chemical resistant ☐ Electrical hazard (nonconductive) shoes/boots ☐ Gloves – leather; ☐ Gloves – temperature resistant ☐ Gloves – laceration/puncture/Abrasion resistant ☐ Gloves – chemical resistant; ☐ Gloves – electrical insulating ☐ Gloves – welding/brazing ☐ Protective sleeves – laceration prevention ☐ Protective sleeves – chemical resistant ☐ Apron – chemical resistant; ☐ Apron – cut/abrasion resistant ☐ Apron – cut/abrasion resistant; ☐ Suit/coveralls – chemical resistant ☐ Hard hat; ☐ Bump cap; ☐ Hearing protection ☐ N95 (dust mask) respirator; ☐ Tight face-fitting respirator – organic vapor/chemical; ☐ Powered air-purifying respirator (PAPR); ☐ Self-contained breathing apparatus (SCBA) ☐ Arc flash level 1 PPE; ☐ Arc flash level 2 PPE ☐ Arc flash level 3 PPE; ☐ Arc flash level 4 PPE ☐ Welding helmet/shield with protective shaded lens ☐ Laser protective eyewear; ☐ High-visibility vest/coat ☐ Other (describe)_____ ☐ Other (describe)_____

Continues on next page

Contractor Risk Assessment Guidance

In case of emergency, call:

Appendix: Task/hazards and required actions/controls

Task/hazard (check all applicable)	Required actions/controls (check all applicable)
☐ **Work involves other special safety considerations. (Review for all contractor work)**	☐ Contractor work will require the use of corded electrical equipment/powered tools. ☐ Corded electrical equipment and tools must be equipped or provided with GFCI, residual current device (RCD), etc. (Required)
	☐ The Contractor will use extension cords and/or hoses (air, water, etc.). ☐ A plan is established for the routing/covering of extension cords and hoses to prevent tripping hazards. (Required)
	☐ Contractor work will disrupt or block emergency egress routes through the building or restrict access to emergency exits. ☐ The Contractor must work with the RTX Contractor Coordinator and RTX site EH&S to establish and post alternate egress routes in cases of emergency and communicate the new routes to affected employees. (Required)
	☐ Contractor work will disrupt fire detection and/or suppression system coverage. ☐ The Contractor and RTX Contractor Coordinator/site emergency services must implement the FM Global Red Tag process for any planned fire detection or fire suppression system outages. (Required)
	☐ Contractor work will create hazard or danger zones that employees should not enter. ☐ The Contractor must implement and erect warning barricades/barriers and signs warning employees of hazards and restricting access to hazard areas. (Required)
	☐ Contractor work will be conducted outdoors. ☐ The Contractor must establish a process to monitor weather conditions and communicate approaching potentially dangerous weather and stop outdoor work activities. (Required)
	☐ Contractor work will disrupt traffic flow in parking lots/access roads and/or restrict access to parking areas or parking spaces. ☐ The Contractor must work with the RTX Contractor Coordinator to ensure new traffic patterns are delineated and changes or restrictions are communicated to affected employees. (Required)

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Contractor Risk Assessment Guidance

In case of emergency, call:

Appendix: Task/hazards and required actions/controls

Task/hazard (check all applicable)	Required actions/controls (check all applicable)
☐ **Additional EH&S issues with contractor work not identified elsewhere**	☐ Other EH&S considerations for Contractor work (describe) ☐ Controls required for other EH&S considerations (describe)
	☐ Other EH&S considerations for contractor work (describe) ☐ Controls required for other EH&S considerations (describe)
	☐ Other EH&S considerations for contractor work (describe) ☐ Controls required for other EH&S considerations (describe)

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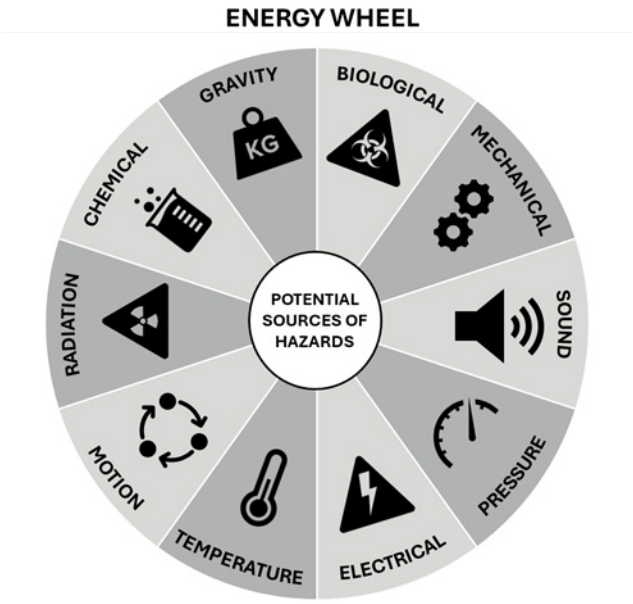
Contractor Risk Assessment Guidance

In case of emergency, call:

Appendix: Energy wheel

The energy wheel provided below can assist in identifying potential hazards when identifying applicable tasks/ hazards and the appropriate actions/controls.



Hazard category	Examples
Gravity	Suspended loads, material storage, items being handled, elevated work, stairs/platforms and ladders
Biological	Bacteria in coolants, bodily fluids, insects and animals
Mechanical	Gears, power tools, springs, torque, pulleys, in-running nip points and hammers
Sound	Air compressors, compressed air “whistle” machinery noise, pressure release, hammering and pneumatic tools
Pressure	Compressed gas cylinders, hydraulic systems, pneumatic/gas systems and steam boilers
Electrical	Wires, power tools, circuit panels, electrical testing, extension cords, electrical appliances and electrical circuits
Temperature	Extreme heat (>45° C (113° F)), extreme cold (<4° C (39° F))
Motion	Mobile equipment, powered machine motions, rotation of tools, hammering and using wrenches/tools
Radiation	Welding, lasers, RF emissions and X-rays
Chemical	Solvents, lubricants, composites, nanomaterials, acids and bases