



DEPARTMENT OF ENVIRONMENTAL SERVICES
Water Pollution Control Bureau
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Memorandum

To: Leesa Anderson, Samuel Banks, Anh Thai, Gerry Watkins
Date: March 2, 2012
From: Dennis Dobbs
Subject: Contractor Protocols and Performance While Working For WPCB

EFFECTIVE MARCH 2, 2012

The purpose of this Memo is to document Contractor protocols and performance while working on various jobs assigned by Planning and Logistics personnel. The following actions must be taken:

- All Contractor personnel **MUST** adhere to **ALL** of the minimum guidelines and procedures as stated in the *WPCB Contractor Safety Standard*.
- Planning and Logistics personnel are responsible for assigning jobs to Contractor personnel that are responsible to them.
- For **EACH** job to be performed by Contractor personnel, the Operations Shift Supervisor or Lift Station Operator must be contacted, giving them:
 - the name of the contractor
 - the area or facility where the work is to be performed
 - a brief description of the work to be performed
- Permission for the work to proceed must be given by the Operations Shift Supervisor or Lift Station Operator **BEFORE** sending the Contractor personnel to the job site.
- **When arriving at the job site**
 - The Contractor personnel must contact the Plant Station Operator or Lift Station Operator and briefly explain the job they will be performing.
 - *The Plant Station Operator or Lift Station Operator can stop the work from proceeding if they determine that the work will cause any problems with their Operation.* In this case, the contractor must contact the Planning and Logistics person making the assignment for further direction.
- **Before leaving the job site**

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- The Contractor personnel must contact the Plant Station Operator or Lift Station Operator and briefly explain the status of the job and notify the Station Operator or Lift Station Operator that they will be leaving the job site.
 - The Planning and Logistics person responsible for the Contractor must frequently check on the work and progress of their Contractor and inspect all their work to make sure the jobs are executed as directed with the quality required and completed within the timeframe appropriate.
 - The weekly look-ahead schedule for Contractors will still be published on Friday as usual.

All of the above Contractor protocols and performance listed above must be followed. Failure to do so may result in disciplinary action, up to and including termination.

I have read and understand the above Contractor Protocols and Performance required as outlined above:

Signed

date