



Vendor and Contractor On-Site Safety Standard Operating Procedures

PURPOSE

- To ensure the safety of all vendors, contractors, visitors and Resource Recovery staff by clearly communicating the required safety practices when visiting.
- To document the Corporation's standard operating procedures for Vendor and Contractor On-Site Safety.

SCOPE

- This standard operating procedure applies to all vendors and contractors reporting to Resource Recovery, including:
 - Central Landfill
 - Materials Recycling Facility (MRF)
 - Leaf and Yard Waste Composting Operation

RESPONSIBILITIES

- All vendors and contractors must adhere strictly to the safety procedures outlined in this document to protect themselves, Resource Recovery personnel, and the environment.
- Resource Recovery is committed to integrating effective safety practices into every aspect of our daily operation.
- The staff is consistently striving to operate in the most effective and efficient manner. This may result in changes to the current operation. Full attention and adherence to all Resource Recovery signage and staff directives is essential to ensuring the safety of vendors, contractors, visitors and Resource Recovery staff.

SAFETY REQUIREMENTS

PERSONAL PROTECTIVE EQUIPMENT

- All vendors and contractors must wear:
 - High-visibility garment, such as a vest, jacket, or long-sleeved shirt.
 - A high-visibility vest can be purchased at the scale house
 - Closed-toe shoes are mandatory, and puncture-resistant boots are strongly recommended.
 - Eye protection is recommended where heavy equipment or dust is present.
 - Any additional personal protective equipment (PPE) required for your specific task or work area.

PROHIBITED BEHAVIORS

- The following are strictly prohibited:
 - Cell phone use when operating any vehicle or equipment
 - Smoking/vaping anywhere on-site
 - Scavenging
 - Disposing of out-of-state waste

TRAVELING WITHIN FACILITY

- When visiting Resource Recovery, vendors and contractors must:
 - Maintain a speed limit of 15 MPH

- Yield to heavy equipment operations and Resource Recovery personnel.
- Refrain from unauthorized travel on site.
- Comply with all posted signs and Resource Recovery staff instructions.
- Exercise caution and remain alert and aware of surroundings.
- Remain with your vehicle at all times.
- Immediately report any accident or safety incident to the nearest Resource Recovery staff member.
- Comply with Federal Motor Carrier Safety Administration (FMCSA) and Rhode Island State regulations.

PROCEDURES

FACILITY ENTRY PROCEDURES

- Upon arrival:
 - Report to 3 Shun Pike
 - Follow Resource Recovery signage to Door 5 of the Maintenance Garage.
 - Vendors and contractors are required to sign in and out daily at this location.
- Prior to beginning any scope of work, vendors and contractors are required to meet with a member of the Corporation's Safety Team for a task specific briefing to provide instructions and answer questions.

FACILITY-SPECIFIC GUIDELINES

1. Chemical Products:

- No chemical products may be brought on-site without prior Safety approval.
- Vendors and Contractors must provide current Safety Data Sheets (SDS) to the Safety Department, prior to beginning work.
- All chemicals must be stored in approved containers and clearly labeled with contents and hazard information.

2. Emergency Procedures:

- If you observe a safety issue or concern, you should **immediately notify** a Safety Team member or on-site management.
- In the event of a chemical spill, injury, medical emergency, or property damage, you must report it **immediately** so the proper response can be initiated.
- For emergencies, dial 911 and report the address as 65 Shun Pike, Johnston, RI.
- In the event of an evacuation, vendors and contractors must **proceed immediately to the designated assembly area** and remain there until directed otherwise by Resource Recovery personnel.

3. Responsibility:

- The employer of each vendor and contractor is responsible for providing training appropriate to the tasks you will be performing.
- This includes, but is not limited to: chemical handling, confined space entry, lockout/tagout procedures, hot work such as welding, burning, and grinding and the use of fall protection as required by OSHA regulation.

4. Restricted Areas:

- Access to restricted areas requires prior authorization from the Safety Team, as indicated by

site signage.

5. Confined Space Work:

- Vendors and Contractors are **strictly prohibited** from entering confined spaces until an entry plan permit is approved.
- All entry plans **must be reviewed and approved** by Resource Recovery Management and be in accordance with all applicable OSHA regulations.

6. Authorized Work:

- Only properly trained and authorized contractors and vendors are allowed to open electrical boxes or perform work on electrical equipment.
- If the work involves maintenance or service of equipment, compliance with energy control and **lockout/tagout procedures is required**, as well as any other federal, state or local requirements.

7. Inclement Weather Protocol

- During adverse weather conditions, Resource Recovery staff may advise vendors and contractors to remain in their vehicles until conditions improve.

COMPLIANCE

- Non-compliance with Resource Recovery's procedures may result in removal from the site and/or denial of future access.
- Resource Recovery has safety personnel on-site to reinforce safety standard operating procedures.
- Resource Recovery reserves the right to update or revise these procedures at any time.

RELATED INFORMATION

- The following information complements and supplements this document. The information is intended to help explain this procedure:
 - www.rirrc.org

OWNER AND CONTACT(S)

- Subject Matter Contact(s):
 - Director of Human Resources and Safety

HISTORY

- Approved by:
 - Executive Director
- Revision history:
 - 04/01/2026
 - 06/01/2025