



BUREAU OF HIGHWAY MAINTENANCE

**CONTRACTOR AND SUPPLIER SAFETY AND ENVIRONMENTAL
CHECKLIST**

Contractor or Supplier Company Name: _____
 Contractor or Supplier Representative Name: _____
 Contractor or Supplier Signature: _____
 Facility or Project Location: _____
 Date Reviewed: _____
 Maintenance Supervisor or Designee: _____

Reviewed	Topic	Contractor and Supplier Requirements
<input type="checkbox"/> Yes	Chemicals	Contractors and suppliers shall provide current copies of Material Safety Data Sheets for all products being used, delivered, or stored on site.
<input type="checkbox"/> Yes	Communication	Contractors and suppliers shall meet with a Bureau of Highway Maintenance (BHM) representative to discuss project requirements and checklist.
<input type="checkbox"/> Yes	Contractor Equipment	All equipment on site must be maintained in safe operating condition with no fluid or fuel leaks, and all required attachments and safety devices. Only competent or certified workers may operate tools and equipment.
<input type="checkbox"/> Yes	Emergency Plan	The BHM representative will explain site-specific emergency plans, including where first aid kits and bloodborne pathogen kits are located.
<input type="checkbox"/> Yes	Environmental Compliance	Contractors and suppliers shall abide by all federal, state, and municipal environmental regulations.
<input type="checkbox"/> Yes	Environmental Management System	Contractors and suppliers shall read the Department's Environmental Policy 501.01 (back of checklist). Contractors and suppliers shall be aware of the Bureau's commitment to protect the environment.
<input type="checkbox"/> Yes	Hazardous Material or Hazardous Waste Disposal	Contractors shall immediately remove all self-generated hazardous materials or hazardous waste, including paints and chemicals, from the site.
<input type="checkbox"/> Yes	Housekeeping	Contractors and suppliers shall maintain acceptable housekeeping and material organization on the job site and at State facilities.
<input type="checkbox"/> Yes	Personal Protective Equipment	Appropriate Personal Protective Equipment (PPE) must be used by contractors and suppliers when working or exposed to possible injury.
<input type="checkbox"/> Yes	Safety Compliance	Contractors and suppliers shall abide by all federal, state, and municipal safety regulations.
<input type="checkbox"/> Yes	Smoking	Smoking is not permitted near flammable/combustible storage areas or within any state-owned or leased structure, equipment, or vehicle. Smoking within any enclosed place is prohibited except within a "Smoking Permitted Area", if available. Refer to NHDOT Policy Smoking 401.07 for more information.
<input type="checkbox"/> Yes	Spill Incident Reporting	Contractors and suppliers shall immediately report any spills or leaks on site to a BHM representative and be responsible for proper clean up, DES reporting and proper disposal.
<input type="checkbox"/> Yes	Solid Waste Disposal	Disposal of solid waste products (i.e. concrete, asphalt, wood, etc.) will be discussed with the Highway Patrol Foreman for the specific project.
<input type="checkbox"/> Yes	Communication	The Contractor/Supplier shall review this checklist with all employees/operators that provide service to the BHM.

Note: Maintain one copy in the local patrol shed EMS file, one copy in the District Office EMS file, and provide one copy to the Contractor/Supplier.

BM-EMS-EIP-6-Form 6b
Contractor Compliance Checklist

Adopted: September 21, 2001
Revised: November 17, 2009

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
POLICY 501.01

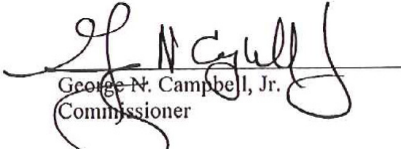
Title: Environmental Policy

Statement:

The New Hampshire Department of Transportation is the State's largest public works agency. Our activities affect the environment through land use, natural resource consumption, and transportation corridor redevelopment and maintenance activities. The Department will seek to minimize environmental impacts whenever practicable when planning, constructing, and maintaining the state's transportation infrastructure, and when providing for public safety and the economic strength of the state. We will do this by operating in compliance with all applicable laws and regulations, by utilizing best management practices in all of our activities in an effort to prevent pollution, and by promoting environmental stewardship in our programs. We are committed to continuously improving our environmental performance through regular activity reviews, and by bringing forward improvements that merit implementation for reducing or eliminating negative environmental impacts.

Comments : To support the performance of our undertakings in an environmentally responsible manner, the Department will:

- Develop, implement and maintain an Environmental Management System (EMS) that encompasses Department program functions and complies with the requirements of the International Standard Organization's ISO 14001: 2004 standard for environmental management systems;
- Utilize the EMS, with support and guidance from the Office of Stewardship & Compliance, to set objectives and targets for process improvements that can be measured and regularly monitored, and contribute to pollution prevention and protection of the state's natural resources;
- Minimize Department-generated waste by reducing, reusing, or recycling materials, and using environmentally friendly materials and products whenever practicable;
- Communicate our commitment to this policy to our employees, consultants, contractors, and other interested parties;
- Provide employees with training appropriate to their functions concerning the Department's environmental responsibilities, through the new-employee orientation process and periodic refresher training;
- Utilize an appropriate proactive public stakeholder involvement process to address environmental concerns and facilitate problem solving in a collaborative manner; and
- Make this environmental policy available to the public and all interested parties.


George N. Campbell, Jr.
Commissioner