

# Contractor Safety Performance Process

API STANDARD 2220  
THIRD EDITION, OCTOBER 2011



AMERICAN PETROLEUM INSTITUTE



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**Downstream Segment**

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## Foreword

This standard is intended to assist petroleum and petrochemical industry facility owners and their contractors in improving their safety programs with resulting health and safety benefits for all employees. The standard defines a basic approach for managing and improving contractor safety. It is supplemented by the American Petroleum Institute's (API) Recommended Practice 2221 *Contractor and Owner Safety Program Implementation*, which includes a number of annexes as samples of approaches used at some facilities, plus supplemental information. These two standards identify elements of contractor safety and health programs and provide guidance to refinery and petrochemical plant owners for designing and implementing effective programs. Contractors can also benefit from understanding the owner's program and by establishing a complementary programs of their own.

This document addresses traditional safety concerns. It does not address safety issues related to security. API has published two resources to assist evaluation of overall security needs: *API Security Guidelines for the Petroleum Industry*, April 2003 and *API/NPRA Security Vulnerability Assessment Methodology for the Petroleum and Petrochemical Industries*, 3rd Edition, April 2005. These documents (available from the API web site at [www.api.org](http://www.api.org)) may help facilities identify needs for special attention to security issues such as adversary identification associated with on-site presence of contractors as a route for infiltration by outsiders. Additional guidance continues to be developed through joint industry action in cooperation with Homeland Security.

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## Introduction

Owners and contractors shall provide safe workplaces and protect the safety and health of their work forces. When they work together to improve the safety and health of contractors, both benefit. Benefits that come from a comprehensive and systematic contractor safety program include the following.

- a) Safety and well-being of contractor and owner employees are improved.
- b) Improved quality and productivity result from implementation of a comprehensive contractor safety program which requires that workers be properly trained for their job tasks, are familiar with their job requirements and conform to procedures.
- c) Fewer incidents result in more controllable project costs and less need for regulatory action.
- d) The potential for damage to the owner's facility and the contractor's equipment is minimized.

Application of any section of this publication should be based on a management decision that takes into account the type of work, the level of risk and the expected safety performance. This is not a compliance guide although mention is made of some areas where regulatory requirements may apply, such as those (in the U.S.) of OSHA, DOT, or EPA. It is always the responsibility of owners and contractors to review and comply with their respective legal requirements and obligations.

# Contractor Safety Performance Process

## 1 General

### 1.1 Objectives

The purpose of this standard is to assist owners and contractors in developing, improving and maintaining their mutual safety programs. Widely diverse contractor functions and uses may include resident, non-resident, long-term and short-term contractors. These have in common the need for effective safety programs to protect both owner and contractor personnel from workplace injury and illness, as well as from losses associated with incidents arising out of contractor work. This standard aims to help both owners and contractors improve the contractor's safety performance while preserving the independent contractor relationship. It was developed for the petroleum and petrochemical industries and the firms that perform contract work for them.

### 1.2 Scope

Contractors perform greatly varied work within the petroleum and petrochemical industries. Some perform construction and turnaround activities or drilling and well servicing; specialty contractors provide skills and services that are not typically found within an owner's work force. Contractors may even provide services that augment the peak loads and skills of owners' work forces, such as in the maintenance and operation of facilities. Since owner sites and contracted work are diverse, this standard may not be applicable to all operations at each company or to all contract work performed in those operations. As such, this publication may not apply to incidental contractors that generally do not affect facility safety, such as those that provide janitorial, laundry and delivery services.

This document addresses "conventional" safety and health. It does not address safety concerns associated with security or terrorism issues.

### 1.3 Elements of a Contractor Safety Management Program

A comprehensive contractor safety and health process contains, but is not limited to, the following elements shown in the Figure 1 flow chart:

#### — Contractor Safety Management System

A written plan shall be developed by the owner that identifies specific objectives and documents necessary procedures. This clearly defines and assigns accountabilities; establishes measurement and evaluation criteria; and provides a system for feedback and improvement. The management system requires regulatory compliance.

#### — Potential Contractor Pre-qualification

The owner shall use a defined mechanism to pre-qualify contractors for consideration for work at a facility.

#### — Contractors Selected

Bidding contractors shall ensure that their employees are qualified to perform the type of work to be done. The selection process shall ensure that the contractor understands the scope of work, and that the contractor meets the site and regulatory safety and health requirements.

#### — Pre-job Verification

The owner shall verify that the contractor is familiar with the location, facility, personnel, facility contractor program, hazards, facility requirements and other work information before work begins.