**Appendix J: Contractor / Host Employer Meeting (Page 1 of 2)**

The PSU Energized Electrical Safety Program requires that each work unit contracting electrical work meet to discuss information related to electrical safety procedures with contract employer. This form is used to notify both parties that they must comply with the restrictions and prohibitions of those procedures. It should be completed by the primary PSU contact in conjunction with the contract employer’s representative. The exchange of information must occur before electrical work begins.

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| **Identification of Contractor & Host Employer:** | |
| Contractor Company Name: | Contractor Employer Representative: |
| PSU Representative: *(The meeting shall be conducted by the project manager, project coordinator, electrical engineer, or other PSU employee with knowledge of the electrical system)* | Project Name/Equipment/Building: |

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| **PSU Responsibilities:** | |
| Identify any known electrical hazards that are related to the contract employer’s work that might not be recognized by the contractor or its employees. | Comments:  🞏 (Check) |
| Note that PSU will report any observed contract employer related violations concerning electrical work to the contract employer | Comment:  🞏 (Check) |

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| **Contractor Responsibilities:** | |
| Communicate hazards to their employees as communicated to the contractor by PSU. | Comments:  🞏 (Check) |
| Follow the safe work practices required by OSHA & NFPA 70E and any required by PSU. | Comments:  🞏 (Check) |
| Inform PSU of any unique hazards presented by the contractors work and any unanticipated hazards found during the contractor’s work that were not communicated by PSU. | Comment:  🞏 (Check) |
| Communicate to PSU the measures taken to correct any violations reported by PSU and to prevent such violation from recurring in the future. | Comment:  🞏 (Check) |

**Appendix J: Contractor / Host Employer Meeting (Page 2 of 2)**

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| **Lockout / Tagout (LOTO) Exchange of Procedures:** |
| Comments:  🞏Check here to confirm that LOTO programs have been exchanged. |
| After comparing the two LOTO programs, note any additional restrictions or prohibitions that either party needs to comply with: |

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| **Acknowledgements:** | |
| Signature of Contract Employer Representative: | Date: |
| Signature of PSU Representative: | Date: |