


Title: Visitors and Contractor Policy	Effective Date: 01/2025	
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1.0 PURPOSE AND INTRODUCTION

- 1.1 Biolabs is committed to keeping all personnel that visit and work on Biolabs sites safe. This policy establishes the minimum requirements for contractors, vendors, and visitors on Biolabs sites.

2.0 SCOPE


- 2.1 This policy applies to all Biolabs US sites.

3.0 DEFINITIONS

Term	Definition
COI	Certificate of Insurance
Contractor	A company or individual who intends to provide hands-on technical services such as chemical, equipment, electrical or mechanical maintenance work (e.g., electricians, HVAC technicians, construction contractors).
Minors	A person under the age of 18.
Vendor	A company or individual who provides on-site services but who may only perform limited hands-on work. (e.g., those who launder lab coats, first aid kit inspections, basic maintenance on lab equipment etc.)
Visitor	A person who is visiting the site for educational, tour, or event purposes that will not engage in any hazardous work or activities (e.g., Personnel meeting with residents or site contacts, tour attendees, stakeholders, regulatory bodies, and the public)
PPE	Personal Protective Equipment

4.0 RESPONSIBILITIES

Function	Responsibilities
Biolabs Management	<ul style="list-style-type: none"> Responsible for holding managers and supervisors accountable for complying with the provisions of this policy, and for providing the necessary resources for its implementation.
Biolabs EHS HQ	<ul style="list-style-type: none"> Review this policy in accordance with the documentation review cycle so that it remains current. Assist in contractor job safety assessments. Assist in contractor and vendor disciplinary action, if needed.
Biolabs Site Contacts	<ul style="list-style-type: none"> Ensure visitors, vendors, and contractors have signed-in and out after daily work. Provide site safety information to all contractors, vendors, and visitors. Maintain certificates of insurance required by this policy. Maintain documentation required by this policy.

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Function	Responsibilities
Visitors	<ul style="list-style-type: none"> • Comply with the requirements of this policy. • Remain with host at all times when on Biolabs sites. • Follow all site safety requirements
Vendors	<ul style="list-style-type: none"> • Comply with the requirements of this policy and all site safety policies. • Sign the contractor/vendor safety agreement prior to starting work. • Provide certificate of insurance as required by this policy.
Minors	<ul style="list-style-type: none"> • Minors visiting or conducting work on Biolabs sites must comply with the Biolabs Minor Policy and all site safety policies.
Contractors	<ul style="list-style-type: none"> • Comply with the requirements of this policy and all site safety policies. • Sign the contractor and vendor safety agreement prior to starting work. • Provide certificate of insurance as required by this policy
Residents	<ul style="list-style-type: none"> • Escort visitors that are onsite for your company. • During an evacuation ensure that your visitors are accounted for.

5.0 PROCEDURE AND REQUIREMENTS

5.1 Visitors


- 5.1.1 Visitors are required to sign in at the reception desk upon arrival at the site and must sign out when leaving the site.
- 5.1.2 Visitors must always remain with their host when on Biolabs sites.
- 5.1.3 Visitors shall be provided with a visitor safety guide or safety orientation to the site by their host.
- 5.1.4 Should visitors enter areas that require PPE, visitors must appropriately don required PPE.
- 5.1.5 Visitors should abide by all the site's safety rules and signage.
- 5.1.6 Visitors must report all accidents and injuries immediately to their host. The host must work with Biolabs site staff to file a written report within 24 hours of the incident.
- 5.1.7 Visitors must not misuse the site's internet connection, disclose confidential information, or take photographs of restricted areas.

5.2 Minors

- 5.2.1 Minors working on Biolabs sites must comply with the Biolabs Minor Policy.
- 5.2.2 Minors working on Biolabs sites must be accompanied by their host at all times.

5.3 Vendors


- 5.3.1 Vendors must sign in at the reception desk upon arrival at the site and must sign out when leaving the site.

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- 5.3.2 New vendors must be provided with the visitor safety guide or safety orientation by their host prior to starting work.
- 5.3.3 The contractor/vendor agreement in Appendix A must be signed prior to starting work.
- 5.3.4 Should vendors enter areas that require PPE, vendors must appropriately don PPE.
- 5.3.5 Work areas shall be cleaned, and all debris disposed of daily. Overall housekeeping shall be kept neat and orderly.
- 5.3.6 Vendors must report all accidents and injuries immediately to their host. The host must work with Biolabs site staff to file a written report within 24 hours of the incident.
- 5.3.7 Violation of any onsite safety rules or interference with Biolabs property in an unauthorized manner could result in disciplinary action as described in section 5.5.

5.4 Contractors

- 5.4.1 Contractors must sign in at the reception desk upon arrival at the site and must sign out when leaving the site.
- 5.4.2 New contractors must be provided with a visitor safety guide or site safety orientation prior to starting work.
- 5.4.3 The contractor/vendor agreement in Appendix A must be signed prior to starting work.
- 5.4.4 Contractors must adhere to all onsite safety policies, personal protective equipment requirements, and safety signage.
- 5.4.5 Work areas shall be cleaned, and all debris disposed of daily. Overall housekeeping shall be kept neat and orderly.
- 5.4.6 Contractors must provide the Biolabs site staff with the Safety Data Sheets for the hazardous materials they intend to work with.
- 5.4.7 All compressed gas cylinders must always be chained or secured in an upright position. Spares and empties shall be secured upright with the protective caps in place.
- 5.4.8 Hazardous or regulated waste disposal generated by the Contractor is the obligation of the Contractor and must be disposed of through the Contractor and follow all local, state, and federal requirements.
- 5.4.9 Contractors must comply with their company specific lockout/tagout, confined space, and hot work procedures. This work requires pre-approval from Biolabs site staff.
- 5.4.10 All overhead work shall be performed in accordance with fall protection guidelines.
 - 5.4.10.1 Contractors must supply and use their own portable ladders, unless authorized by Biolabs site staff.
 - 5.4.10.2 Portable ladders must be inspected by the user prior to use to ensure it is in a safe condition. Ladders that are defective or in an unsafe condition will not be used and must be removed from the site.
- 5.4.11 Electrical work is to be performed only by trained and authorized personnel. Any electrical work should be discussed and approved by Biolabs site staff.

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- 5.4.12 Machines, tools, and equipment will be maintained in good condition.
 - 5.4.12.1 Contractors will inspect machines, tools and equipment for defects and proper operation before use. Machines, tools, and equipment that are in an unsafe condition (e.g., due to damaged, defective, or missing parts), will not be used.
 - 5.4.12.2 Contractors will use only machines, tools, and equipment for which they are authorized and properly trained.
- 5.4.13 The unauthorized removal, bypass, override, or defeat of guards and other safety devices is prohibited.
- 5.4.14 All equipment brought onto Biolabs property shall meet the applicable guarding and electrical safety guidelines required by OSHA.
- 5.4.15 Chemicals must be properly stored.
 - 5.4.15.1 Appropriate protection shall be used to prevent any chemical spills. If a spill should occur, Biolabs staff must be contacted immediately for cleanup.
 - 5.4.15.2 Chemicals cannot be poured down the drains.
- 5.4.16 Smoking and drug use are prohibited on Biolabs sites.
- 5.4.17 Violation of any onsite safety rules or interference with Biolabs property in an unauthorized manner could result in disciplinary action as described in section 5.5.

5.5 Disciplinary Action


- 5.5.1 Contractors and vendors who violate this policy may face disciplinary consequences. Biolabs site contacts in conjunction with EHS will determine how serious the offense is and take the appropriate action.
 - 5.5.1.1 First Offense – The contractor and contractor supervisor will be notified that a violation of safety rules or policy was observed and will be given a verbal warning.
 - 5.5.1.2 Second Offense – A written warning will be sent to the general manager or owner of the company.
 - 5.5.1.3 Third Offense – The contractor could be dismissed from the site/or be notified that he/she would not be considered for future projects.

6.0 REFERENCE/SUPPORTING DOCUMENTS

- 6.1 Biolabs Minor Policy
- 6.2 Visitor Safety Information Trifold

7.0 REVISION HISTORY

Revision Number	Revision Date	Nature of Revision	Author
Original	31MAY23	Original document	S. Blum

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Appendix A: Contractor/Vendor Safety Agreement

I have read the Visitor and Contractor policy and I agree to adhere to its requirements and to the requirements of the Biolabs site specific safety policies that will be presented to me prior to beginning work. I understand that this is not an all-inclusive list of safety requirements. I understand that if I have any safety or environmental questions, I should consult my supervisor and Biolabs site contacts. I also understand that any of my employees or subcontractors can be removed from the facility for violation of these requirements.


Contractor/Vendor Name:

Signature:

Date:

Title:

Phone:

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