



## **Town of Emerald Isle**

### **CONTRACTOR POLICY (Safety, Insurance, Indemnity)**

**Contractor Management Policy:** It is the policy of the Town of Emerald Isle to contract with companies that are in compliance with OSHA regulations and are properly trained in the safety requirements of their respective jobs. This policy is designed to promote the safety of contract workers and to minimize risk for Town of Emerald Isle personnel or citizens who may be near the work site.

**Contractor Safety:** It is the responsibility of the contractor to provide adequate supervision for contract employees and ensure that these employees are following all applicable OSHA and general safety regulations. The Town of Emerald Isle has the right to immediately terminate all or part of signed contracts if contract employees are not following proper safety procedures.

The contractor shall submit with any bid or proposal a listing of any expected exposures to risk and shall immediately report any exposures discovered in the project.

The contractor must provide the Town with a list of any hazardous materials to be used on the project.

#### **Indemnification and Insurance Requirements:**

**Liability Insurance Requirements:** the Certificate of Insurance shall indicate minimum coverage's based on the requirements detailed below:

- Current, valid insurance policies meeting the requirements herein identified shall be maintained during the duration of the named project. Contractor may not begin work until this insurance coverage has been obtained, nor allow a subcontractor to begin work until coverage has been obtained.
- Workers' Compensation Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal law. The contractor may be required to provide written documentation of Workers' Compensation Experience Modification Rate before contract award.
- Commercial General Liability: Limits vary depending on the size, duration and activities of the contract. Coverage shall have minimum limits of

\$1,000,000 as specified by the Town of Emerald Isle on general aggregate, products/completed operations aggregate, personal and advertising injury for each occurrence. This shall include premise and operations, independent contractors, products and completed operations, broad form property damage, and contractual liability.

**Certificate of Insurance:** The Town of Emerald Isle shall be included as an additional insured on the commercial general liability, business auto liability, and Umbrella excess liability policies.

The contractor shall deliver to the Town of Emerald Isle, with copies to each additional insured, certificates of insurance, which the contractor is required to purchase and maintain.

Coverage shall remain in effect at least until the final payment and at all times thereafter when the contractor may be correcting, removing, or replacing defective work.

Renewal certificates shall be sent to the Town of Emerald Isle 60 days prior to an expiration date. Policies shall contain a provision or endorsement that the coverage afforded will not be cancelled, materially changed, or renewal refused until at least 60 days prior written notice has been given to the Town of Emerald Isle, contractor, and other additional insured to which a certificate has been issued.

It shall be the responsibility of the contractor to insure that all subcontractors comply with these requirements.

**Indemnification / Hold Harmless:** The contractor will indemnify and hold harmless the Town of Emerald Isle, its officers, agents, and employees from and against all loss, cost, damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death and disease to any person or damage or destruction of property real or personal, arising directly or indirectly from operations, products, or services rendered or purchased under a bid.

**Safety and Health Regulations:** The contractor shall comply with all applicable Occupational Safety and Health Administration OSHA requirements in the General Industry (1910) and Construction (1926) Standards.

By signing below you acknowledge receipt of the Town of Emerald Isle’s Contractor Policy and agree to comply with our policies and procedures.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print: Name, Title, Company