

Skilled Nursing Facility Contractor Safety Information Sheet

For External Contractors Performing Renovation Work

Issued by: [Facility Name]

Facility Contact: [Name, Title, Contact Info]

Date Issued: [Insert Date]

Location: [Insert Facility Address]

Purpose

To protect the safety and well-being of residents, staff, and contractors during renovation activities in a skilled nursing facility (SNF) environment.

Note: This facility serves a vulnerable population. As such, any contractor performing work in this facility needs to be mindful of heightened safety concerns. Many of our residents may not be able to identify safety concerns, so it is our responsibility to keep their environment safe. Some facts to consider include some of our residents may wander, some of our residents may pick up items and carry them away, and some of our residents may put items in their mouth. We ask that you adhere to the following guidelines to help us keep our residents safe. If at any time you need our assistance to protect our residents, please request immediate assistance from any of our Care Team Members.

General Safety Guidelines

- **Check-in Required:** All workers must sign in/out daily at the front desk or designated security station.
- **Identification Badges:** Temporary badges must be worn and visible at all times while in the building.
- **Authorized Areas Only:** Contractors must stay within designated work zones. Access to patient care areas is strictly prohibited without prior approval.

Infection Control & Hygiene

- **Hand Hygiene:** Wash or sanitize hands upon entry and before/after contact with shared surfaces.
- **PPE Usage:** Use of personal protective equipment (gloves, masks, gowns, etc.) may be mandated depending on the scope of work and facility protocols.
- **Dust Containment:** Employ barriers, negative air machines, and HEPA filters to control airborne contaminants.
- **Waste Disposal:** Properly seal and remove construction debris daily using pre-approved routes and bins.

Life Safety & Emergency Preparedness

- **Fire Safety Compliance:** All tools, flammable materials, and work practices must adhere to NFPA and facility fire codes.
- **Evacuation Plan:** Contractors must be familiar with and follow the facility's posted evacuation routes and procedures.
- **Hot Work Permits:** Required for any welding, soldering, or operations generating heat or sparks.

Resident and Staff Considerations

- **Noise Control:** Use quiet tools and limit noisy operations to approved hours (e.g., 10 AM–4 PM).
- **Privacy & Respect:** Always maintain respectful behavior and language. Avoid unnecessary interactions with residents and staff.
- **Work Hours:** Work must be conducted during pre-approved times. Any schedule changes must be approved by facility management.

Tools & Equipment Security

- **Tools in Sight:** All tools and equipment must remain within the worker's line of sight at all times while in use.
- **Secure When Unattended:** Any tools not in immediate use must be safely stored in locked boxes, tool chests, or secure areas to prevent unauthorized access—especially by residents or visitors.
- **Cords & Power Tools:** Electrical cords must be secured and not left exposed to prevent tripping hazards. Power tools must be unplugged and locked when not in use.
- **No Unattended Workspaces:** Workstations must be monitored when active. Never leave tools or supplies unattended in hallways or resident-accessible areas.

Daily Clean-Up & Compliance

- **End-of-Day Inspection:** Ensure work areas are clean, secure, and hazard-free before leaving.
- **Incident Reporting:** Immediately report accidents, injuries, or exposure incidents to the facility supervisor.
- **Compliance Audits:** The facility may perform safety audits and inspections at any time.

Acknowledgment

I, the undersigned contractor, have read and understood the above safety expectations and agree to comply with all facility policies during the course of the renovation project.

Contractor Name: _____

Company: _____

Signature: _____

Date: _____