



APPENDIX B: Contractor Sign-Off Sheet

1. General Information

- 1.1 The Contractor Sign-Off Sheet, when signed by the contractor, serves as acknowledgment of receipt of the manual, and understanding of the requirements therein.
- 1.2 After reviewing the *Contractor Environmental, Health & Safety Manual*, contractors shall sign and return the sign-off sheet to the EQ Environmental, Health & Safety manager prior to the commencement of work at the EQ site.
- 1.3 The site EHS manager shall retain the sign-off sheet for their files.



Contractor Environmental Health & Safety Manual Sign-Off Sheet

EQ has developed the preceding *Contractor Environmental, Health & Safety Manual* (“manual”) to prevent injury and protect human health and the environment.

The information provided in the manual applies to all contractors, all employees of contractors, and subcontractors and their employees. It is mandatory that all contractors read the manual as well as comply with all Federal, State, and local safety and environmental protection codes. The information in the manual was meant to protect personnel and property and is not intended to supersede any Federal, State or local codes.

It is imperative that all contractors understand that the safety and health of their employees is solely the responsibility of the individual contractor. The employee/employer responsibility cannot be delegated to others, nor shall it be assumed that EQ – The Environmental Quality Company accepts this responsibility in any way.

As an authorized representative of _____, I acknowledge the receipt of the EQ-ENVIRONMENTAL QUALITY COMPANY Contractor Environmental, Health & Safety Manual and understand the requirements thereof. I also understand that that it is my sole responsibility to disseminate this information to my employees and subcontractors.

Signature – Contractor Representative

Signature – EQ Representative / EHS Manager

Printed Name

Printed Name

Date

Date

Contractor:

FAX OR HAND CARRY SIGNED APPENDIX A TO THE APPROPRIATE EQ REPRESENTATIVE OR ENVIRONMENTAL, HEALTH AND SAFETY MANAGER PRIOR TO COMMENCEMENT OF WORK ON EQ PREMISES AND SCHEDULE SAFETY ORIENTATION

EQ Site	City, State	Fax Number
EQ – Atlanta	Atlanta, GA	(404) 494-3560
EQ – Augusta	Augusta, GA	(706) 771-9124
EQ – Bayonne	Bayonne, NJ	(201) 436-3545
EQ – Belleville (MDI, WDI, WER)	Belleville, MI	(734) 699-3499
EQ – Corporate Office	Wayne, MI	(734) 329-8140
EQ – Detroit (T&P)	Detroit, MI	(313) 923-0217
EQ – Florida	Tampa, FL	(813) 628-0842
EQ – Indianapolis	Indianapolis, IN	(317) 247-7170
EQ – Industrial Services	Ypsilanti, MI	(734) 547-2501
EQ – Mobile Recycling	Mt. Airy, NC	(336) 719-0057
EQ – Northeast	Wrentham, MA	(508) 384-6028
EQ – Ohio	Rudolph, OH	(419) 686-0601
EQ – Pittsburgh	Pittsburgh, PA	(412) 472-1044
EQ – Resource Recovery	Romulus, MI	(734) 326-9375
EQ – Salt Lake City	Salt Lake City, UT	(801) 531-4677

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