

Policy Title: Contractor Use of WDM Equipment	Category: EQ1
Applies To: Contractors	Approved: January 11, 2022
Review Frequency: 3 years	When: January

The WDM recognizes that it is more cost-effective to allow Contractors' access to WDM equipment instead of requiring the Contractor to rent the necessary equipment and ultimately pass on the rental costs to the WDM.

When a Contractor needs to utilize WDM equipment (i.e., aerial lift, forklift, etc.) to complete work for which the Contractor is being hired, the following requirements must be met.

1. The Contractor must sign the Equipment Use Agreement (template attached) and provide copies of the insurance, authorized users and required licenses to the WDM before being allowed to use the equipment.
2. The Contractor must provide proof of Commercial General Liability Insurance in the amount of \$1 million dollars with the WDM named as an additional insured for the length of time the equipment will be used by the Contractor.
3. The Contractor must also provide written confirmation that the Commercial General Liability Insurance includes 3rd party liability that covers any losses of WDM property.
4. The Contractor must provide a list of people (if different from the Contractor) authorized by the Contractor to use the equipment.
5. The Contractor must provide copies of all licenses and certifications required to operate the equipment for each authorized user. The WDM will attach these to the Equipment Use Agreement.
6. A WDM employee certified to operate the equipment must provide an orientation and safety briefing to the Equipment User(s) before they are allowed to operate the equipment.
7. The Equipment User(s) must follow all WDM safety requirements with respect to the equipment including logging hours used, visual inspection, etc.
8. The WDM is responsible for confirming the availability of WDM equipment before the equipment is used. The specific dates and times the equipment is to be used are to be agreed in advance.
9. WDM staff must monitor the Equipment User(s) on a regular basis to ensure the equipment is being used properly and all safety requirements are being met.

The WDM has the right to suspend an Equipment User's access to WDM equipment for violating any safety requirements or operating best practices.