

Badging process for **Construction and long term projects** will be handled as such:

- All contractors on any JPS site will need to have their own company photo ID with their name on it. These will be required to be kept at chest level and visible at all times.
- Contractors will go through orientation and be issued annual safety stickers that will be placed on their badge for easy visual identification of people that have completed the orientation.
- Access badges will be checked out to a main point of contact for the GC for the duration of the project. Based on the size, duration and location of the project will determine the overall amount of badges checked out to the GC. At the end of each project, the badges will be turned back in or replaced. The badges are \$100 each, which is payable to JPS Cashiers Office. The replacement fee is due before any new access badges will be issued.

Badging process for **all other support departments** will be handled as such:

- All contractors on any JPS site will need to have their own company photo ID with their name on it. These will be required to be kept at chest level and visible at all times.
- Contractors will go through orientation and be issued annual safety stickers that will be placed on their badge for easy visual identification of people that have completed the orientation.
- Access badges will be checked out to only key personnel needing them for the project and will need to be checked in/out daily. A current government photo ID is required to be held in the Contractor Coordinator possession until the access badge has been returned or replacement fee has been paid. If the badges are lost or damaged they are \$100 each, which is payable to JPS Cashiers Office. The replacement fee is due before any new access badges will be issued.
- For any after-hours or weekend situations then the on-call Safety representative will be notified and the above mentioned steps will be followed. We will have a secure badge box that can be accessed after hours when needed.

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