

Contractor Orientation & Badging Information

Contractor Safety Orientation is a requirement for all badged contract workers (non-Lilly employees) working in Indianapolis, Greenfield and Clinton.

Contractor Orientation Courses & Schedule:

Indianapolis & Greenfield*		
<i>Doors open at 7:00am, reservations are not required but Indiana Fire Code limits class size to 34 occupants. Every Monday, Wednesday and Friday at 1401 S. Harding Street, Indianapolis, IN 46221 (Confirm in advance, if orientation falls on a holiday).</i>		
Risk Level 1	7:30am - 8:45am	Required for all contract personnel receiving badges
Risk Level 2	8:45am - 10:00am	Required for all contract personnel performing higher risk work**
Hot Work & Safe Work Permit	10:15am - 11:45am	HW: For those performing or overseeing open flame or spark producing work SWP: For those involved in the SWP process
Annual PSM-API Refresher	Noon – 12:45pm	Required annually for those working in PSM areas and have not attended PSM training in the last 12 months.
*Greenfield contractors attend orientation in Indianapolis prior to reporting to Greenfield site. (2500 Innovation Way, Greenfield, IN)		
**Process Safety Management (PSM) is part of the Risk Level 2 session; annual refresher is offered separately from Risk Level 2 session.		
Clinton		
<i>Clinton site address: 10500 IN-63, Clinton, IN 47842 Every Monday & Wednesday in the Contractor HSE trailer located on the south side of the facility. (Confirm in advance, if orientation falls on a holiday).</i>		
Risk Level 1 & 2 (includes site specific info)	7:15am - 9:00am	Required for all contract personnel receiving badges

Contractor Badging Locations & Hours:

All Locations		
Lilly Technology Center-South 1555 S. Harding Street Indianapolis, 46221 B140 Security Office 1 st Floor, Near Credit Union, Col K8 Phone: 317-276-8378	8:00am - 3:00pm	Administrative Contractors Photo ID Badges Contractor Parking Permits
Lilly Technology Center-North 1200 W. Morris Street Indianapolis, 46221 B301 Contractor Badging Office 1 st Floor, next to entrance Phone: 317-651-7981	6:00am - 2:00pm	Skilled Trades Contractors Photo ID Badges (contract workers only) Contractor Parking Permits
Lilly Corporate Center 639 S. Delaware Street Indianapolis, 46285 Phone: 317-277-2967	8:00am - 3:00pm	Administrative Contractors At Lilly Corporate Center, the person receiving a badge must be accompanied by an authorized escort. Contact each individual office for wait times.

If you have additional questions, you may call 317-276-8664 or 317-433-0991 for assistance.