



SUBCONTRACTOR SAFETY PROGRAM



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SUBCONTRACTOR MANAGEMENT SAFETY POLICY

Good communication is a necessary element of maintaining safety at construction sites. Communication among subcontractor groups must identify safety hazards and prevention practices that each bring to the worksite. ACD has implemented the following Subcontractor Safety Program so that on the job injuries are minimized and work practices may be standardized.

PURPOSE

This written Subcontractor Safety Policy establishes guidelines to be followed for contractors working at any ACD awarded job site. This policy establishes uniform requirements designed to ensure that contractor safety orientation, coordination, and safety administration practices are communicated to and understood by all subcontractor employees.

These policy & procedures shall:

- ▶ Provide a safe working environment.
- ▶ Govern facility relationships with outside contractors
- ▶ Ensure that contractor employees and our employees are trained to protect themselves from all potential and existing hazards.

The effectiveness of the Contractor Safety Program depends upon the active support and involvement of all employees. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees. It is intended to serve as an additional tool in safeguarding the health and safety of employees.

Advanced Construction & Development, LLC reserves the right to:

- ▶ Remove the subcontractor from the project temporarily or void the contract.
- ▶ Remove a subcontractor employee
- ▶ Remove a faulty piece of equipment
- ▶ Stop the subcontractor's work until the unsafe condition is corrected.



GUIDELINES FOR CONTRACTOR PRE-QUALIFICATION

The following standard procedures for evaluating and choosing contractors who will work on-site at this company shall be used to pre-qualify subcontractors.

Subcontractors that do not have an established safety program, have poor safety records, high incidences of injuries, or fail to submit the requested documentation shall not be considered for subcontract work with ADC.

ADC shall obtain and evaluate information regarding a contractor employer's safety performance and programs when selecting a contractor to perform any type of contract work on the premises of, or at a project location ADC. This information will provide the company with a solid background on that contractor's safety performance and adherence to safety rules and regulations.

To determine past safety performance, ADC shall consider the contractor's:

- Employee injury records and statistics, such as the subcontractors, TRIR, DART, fatality rate, Experience Modification Rate (EMR or MOD) for workers' compensation for the past three years and the contractor's past safety record in performing jobs of a similar nature.
- OSHA log, including the injury and illness rates for the past three years
- Incidence rates for lost-time accidents and recordable for the past three years.
- Written safety program and training system.
- Requesting copies of any citations for violations occurring within the last three years, to determine the frequency and type of safety laws violated.
- Having all bidders describe in detail any safety programs in place, any infractions of regulator agency regulations, and any accidents, and workers' compensation claims within the last three years.

For contractors, whose safety performance on the job is not known, information on injury and illness rates and experience and contractor references shall be obtained.

Contractor work methods and experience shall be evaluated prior to. Ensure that for the job in question the contractor and its employees have the appropriate:

- ▶ Job Skills
- ▶ Knowledge, Experience and Expertise



- ▶ Equipment
- ▶ Any permits, licenses, certifications, or skilled tradespeople necessary to be capable of performing the work in question.

Each contractor is responsible for ensuring that its employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by this company, at which it is performing the contracted work.

The contractor must be willing and able to provide a current Certificate of Insurance for Worker' Compensation and General Liability Coverage.

SPECIFIC RESPONSIBILITIES

COMPANY RESPONSIBILITIES: ACD has specific safety responsibilities when hiring contractors to come onto the worksite, onto the grounds, or into the buildings or facilities to perform work. Company responsibilities when hiring contractors include the following listed steps. ACD will:

- Take steps to protect contract workers who perform work on a or near a potentially hazardous process.
- Inform the contractor of known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
- Explain the applicable provisions of the emergency action plan to the contractor and require that the contractor disperse that information to all workers who will work at this site.
- Develop and implement safe work practice procedures to control contract employee entry into hazardous work areas.
- Maintain a contract employee injury and illness log
- Periodically evaluate the contract employer's fulfillment of his or her responsibilities under this policy.

CONTRACTOR RESPONSIBILITIES: Contract employee's must perform their work safely. Contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Contractor responsibilities when accepting contracts with this company include the following listed steps. The contract employer will:

- Assure that the contract employee is trained in the work practices necessary to safely perform his or her job.
- Instruct the contract employee in the potential fire, explosion, or toxic release hazards related to his or her job and the process.
- Assure that the contract employee knows the applicable provisions of the emergency action plan and document contract employee training.
- Inform contract employees of and then enforce safety rules of the facility, particularly those implemented to control the hazards of the contracted process during operations.



- Require that all subcontractors abide by the same rules to which the contractor is bound by this section.

GUIDELINES FOR EXCHANGE OF INFORMATION

ACD GUIDELINES:

Before contract work begins, ACD shall:

- Designate a representative to coordinate and communicate all safety and health issues and communicate with the contractor.
- Provide a copy of the facility's written safety policies and procedures to the contractor.
- Inform the contractor of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be given the telephone numbers of the nearest hospital, ambulance service and fire department.
- Conduct an inspection of the proposed worksite area before any pre-start-up meeting so any known information about on-site hazards are documented and thoroughly communicated to the contractor. The contractor's designated representative shall be included in all pre-job and start-up meetings, walkthroughs, and inspections.
- Review all contract requirement related to safety and health with the contractor's designated representative, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures. Advise the contractor that the facility safety and health policies must be followed.
- Inform contractor's designated representative of the required response to employee alarms and furnish the contractor with a demonstration of the alarms if applicable.
- Communicate thoroughly with the contractor's designated representative and employees any safety and health hazards (particularly non-obvious hazards and hazard communication issues) known to be associated with the work, including those in areas adjacent to the worksite.
- Ensure that all affected employees at this company receive training on all hazards to which they will be introduced by a contractor.



- Ensure that all affected contractor employees and representative are included in safety orientations or briefings, tailgate safety meetings, analysis and assessments performed on an affect jobsite.

During the contract work, ACD shall:

- Monitor the contractor's compliance with the contract throughout the duration of the work. ACD, LLC shall note any negligent or unlawful act or condition in violation of safety standards or requirements.
- Any items noted should be brought immediately to the attention of the contractor's designated representative in writing, with a copy of the notice being sent to the contractor's home office concurrently. If an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps shall be taken to stop the unsafe act or condition.
- Document all discussions, including place, time, and names of contractor employees in attendance.
- Contact the nearest medical facilities, when available, in emergency situations where severity of the injury dictates immediate attention.
- Obtain a copy of each OSHA recordable injury report from the contractor and subcontractor. Investigate and report to the facility manager all personal injuries to contractor and subcontractor employees.
- Ensure that subcontractors are included in tailgate safety meetings, job safety analysis / hazard assessments, and on the job safety inspections.

After conclusion of the contractor's work, a designed representative of ACD shall complete a post-project assessment of the contractor's safety performance for the facility manager to be used for future reference, with a recommendation on whether or not to re-hire the contractor.

CONTRACTOR GUIDELINES:

Before the contract work begins, the contractor must:

- Designate a representative to coordinate all safety and health issues and communicate with the ACD designated representative.
- Provide documentation of safety training, when and where required, to the ACD designated representative.



- Provide information to the designated representative on the safety and health hazards that may arise during the contractor's work and the means necessary to avoid danger from those hazards.
- Obtain from the ACD designated representative any safety rules and regulations in effect at the site or potential hazards present that may affect the contractor's work.
- Ensure that they have been informed of emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. Know who to call and what to do in emergencies, including where first aid and medical services are located.
- Advise and train contract employees on hazards associated with the work to be performed, including any Hazard Communication or other hazard information provided to the contractor by this company's designated representative.
- Keep the designated representative of ACD fully informed of any work which may affect the safety of this company's employees or property. This includes providing the designated representative appropriate material safety data sheets (MSDS) or other required information about chemicals the contractor will bring onto the site.
- Participate in pre-job meetings and safety orientations, tailgate safety meetings, regular job safety inspections, hazard assessments, and job safety analysis.

During the contract work, the contractor will:

- Ensure that all subcontractors are abiding by the terms of this plan.
- Establish necessary safe practices to permit work under operating conditions without endangering this company's associates and property. This includes but is not limited to barricading, signposting and fire watching.
- Make sure that any equipment, chemicals, or procedures used by the contractor to perform contract work meet all OSHA requirements.
- Be held responsible and accountable for any losses or damages suffered by this company and/or its employees because of contractor negligence.
- Provide its employees with medical care and first-aid treatment.
- Maintain good housekeeping in the workplace.



- Notify the designated representative immediately of any OSHA recordable injury or illness to contractor employees or subcontractor employees occurring while on the site of this company. Provide a copy of each accident report to the designated representative.

After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded material in a proper and legal manner.

MINIMUM EXPECTATIONS AND REQUIREMENTS

The following are the requirements for subcontractors working on ACD projects. These requirements are the minimum expectations for subcontractor safety performance. Subcontractors are responsible for complying with all federal, state, and local regulations.

HAZARD COMMUNICATION: All subcontractors must maintain a written Hazard Communication Program. Material Safety Data Sheets for all chemicals and hazardous materials used on the project must be made available upon request. All containers of hazardous materials are to be labeled with the name of the material and its hazards.

FIRST AID AND MEDICAL SERVICES: Subcontractors are responsible for providing first aid services and provisions for medical care for their own employees.

HOUSEKEEPING: Subcontractors are responsible for keeping their work areas free from debris, scrap, and excess materials. Work areas, passageways, stairs, and other areas of ACD projects must always be kept clear of scrap and debris.

PERSONAL PROTECTIVE EQUIPMENT (PPE): Subcontractors are responsible for requiring the wearing of all appropriate PPE as required by site conditions or operations, or as required by ACD. The following PPE is required for all subcontractor employees on ACD locations as the site dictates:

- Hardhats meeting the specifications of ANSI Z89 are always required for all employees, regardless of craft, job site activity, or location on project. Equipment Operators with overhead protection need not wear hardhats while in the piece of equipment.
- Employees shall be provided with eye and face protection when machines or operations present potential eye or face injury from physical, chemical or radiation hazards. Eye and face protective equipment must meet the specification of ANSI Z87.1. Eye and face protection must always be readily available for employee use.



- Steel toe work boots are required for all subcontractor employees. Sneakers and sandals are prohibited.
- Construction Safety vests must be worn at all times on each and every job site regardless of the subcontractor's role on the construction site.
- Gloves are to be worn when handling sharp or rough materials.
- Long pants and shirts with at least short sleeves are required on all projects. Wearing shorts, tank tops or no shirt is prohibited. Excessively loose and ragged clothing and dangling jewelry is also prohibited.

Any subcontractor that does not have appropriate PPE, ACD will have on site Hard Hats, safety glasses and vest for purchase. Any subcontractor that is on site without these requirements and chooses not to purchase them will not be allowed to continue work on the site and will be asked to leave until the requirements are met.

TRAINING REQUIREMENTS

ACD shall make sure that affected company employees receive training on all hazards to which they will be introduced by a contractor. In addition, we emphasize to the contractor that it is the contractor's responsibility to convey to its employees any safety information provided by the company to the contractor.

THE CONTRACTOR must:

- Train all employees on all safety and health hazards and provisions applicable to the type of work being done and provide documentation of such training to the company's designated representative.
- Train employees on where to obtain first-aid and medical services.

RECORDKEEPING REQUIREMENTS

The designated representative for ACD will:

- Have a copy of the contract on file and be thoroughly familiar with its contents, and with the safety and health aspects of the work.
- Keep records of all training done with ACD employees regarding hazards to be caused by the contracting company.



- Keep copies on file of all forms or statements related to the contract that are required by ACD to be filled out before or during contract work.
- Keep an OSHA recordable injury and illness log for the project, as well as copies of accident reports on all accidents that occur during the project.
- Keep a daily log regarding pre-work start-up inspection finding.
- Keep records of all documentation of any sort given to you by the contractor, including records of training done, MSDSs, accident reports, etc.
- Document all discussions, letters, memos, or other communications made to the contractor regarding safety issues, including place, time, and names of people involved.

THE CONTRACTOR will:

- Keep records of all training done with contract workers and all documentation provided to the contracting company regarding such training.
- Keep copies on file of all forms or statements related to the contract that are required by the company to be filled out before or during contract work.
- Have on file the telephone numbers of the nearest hospital, ambulance service, and fire department.
- Have copies on-site of all material safety data sheets (MSDSs) or other required information about chemicals relevant to the work on-site.
- Keep an OSHA recordable injury and illness log for the project, as well as copies of accident reports on all accidents that occur during the project.



IN WITNESS WHEREOF, this Agreement was signed by the parties under the hands of their duly authorized officers and made effective as of the undersigned date.

Contractor's Signature _____ **Date** _____

Print Name _____

Company Name _____

Subcontractor's Signature _____ **Date** _____

Print Name _____

Company Name _____