 <b>SAFETY &amp; HEALTH MANUAL</b>	<b>4. Subcontractor's Safety Requirements</b>	<b>Page 1</b>
	<b>Revision Date: 5/1/18</b>	<b>Updated:</b>

## Subcontractor's Safety Requirements

### Safety Responsibilities

#### Purpose

In accordance with Oliver Construction Co.'s Incident Free philosophy, the following apply to all subcontractors, their tiered subcontractors and vendors:

- All Federal, state and local laws and requirements pertaining to the safety, health, and general well-being of its employees.
- Owner's project safety and health requirements and policies.
- Oliver Construction Co. project safety and health requirements and policies.
- The subcontractor's own company's health and safety programs and policies.

#### Scope

This section applies to all Oliver Construction Co. projects, subcontractors and the subcontractor's tiered subcontractors and vendors.

#### Policies

##### Experience

Oliver Construction Co. considers the safety record of subcontractors when awarding subcontracts. The subcontract is contingent upon the subcontractor's conformance to the four requirements listed in the Purpose Section above.

In addition, Oliver Construction Co. requires the subcontractor and all the subcontractor's tiered subcontractors submit the following documents to Oliver Construction Co. by the time referenced below:

- Experience modification rate (EMR) for the last three years (before executing subcontract)
- Lost work day incident rate (LWDIR) for the last three years (before executing subcontract)
- OSHA 300 logs for the last three years (before executing subcontract)
- OSHA citations for the last three years (before executing subcontract)
- Incident/Incident reports for any incident/Incidents at the project (when completed but no later than 3 days after an incident or Incident) Notification to Oliver Construction Co. should be immediate.
- Company health and safety manual (Provided as part of the submittal process).



# SAFETY & HEALTH MANUAL

## 4. Subcontractor's Safety Requirements

Page  
2

Revision Date: 5/1/18

Updated:

### Contractual Requirements

Subcontractors must ensure that all of the subcontractor's tiered subcontractors, vendors, and all of their employees follow all required procedures and policies. When found in non-compliance, the Oliver Construction Co. project manager should issue a non-conformance report to the subcontractor.

If a subcontractor refuses to correct the unsafe acts or conditions, Oliver Construction Co. may correct the situation(s) and back charge the costs to the subcontractor.

### Required Documentation

To fulfill safety obligations, the following documents shall be submitted to Oliver Construction Co. by the time noted below:

#### Document

#### Submit

Site-specific Health and Safety Plan:

Before start of work

Job Hazard Analysis (JHA):

Before start of work

OSHA injury logs and man-hours:

Monthly

Toolbox safety meeting minutes:

Weekly

Safety inspections:

Weekly

Other items per site-specific plan:

As required

Employee training records:

Before start of work and updates while on the project

### Meetings

Attendance by subcontractor's below noted employees at the following meetings is mandatory:

#### Meeting


#### Attended by

Weekly tool box meeting:

Foreman

Other meetings as required by Oliver Construction Co.:

Subcontractor personnel required by Oliver Construction Co.

 <b>SAFETY &amp; HEALTH MANUAL</b>	<b>4. Subcontractor's Safety Requirements</b>	<b>Page 3</b>
	<b>Revision Date: 5/1/18</b>	<b>Updated:</b>

## Personnel

All subcontractors on site are required to have a designated competent and qualified safety contact person. This person shall be identified at the start of the project and shall:

- Have the experience and knowledge necessary to interpret all safety and health policies and the authority to resolve issues.
- Be on-site whenever work operations are being conducted.
- Attend all required meetings.

When performing work that requires specific training (e.g. excavation, confined space, etc.) according to OSHA, this person shall carry proof of training and be present during the work.

## Incident/Incident Policy

All incidents must be immediately reported to Oliver Construction Co. Incidents include, but are not limited to the following:

- injuries which are recordable or require first aid
- work-related illness
- hazard recognition/near misses
- property damage
- health-related complaints
- unexpected or unplanned actions that result in negative impacts to the environment
- OSHA complaints or inspections

## Personnel Protective Equipment (PPE)

Each subcontractor is responsible for providing all of the PPE that is applicable to the subcontractor's work environment.

Subcontractors must ensure that the subcontractor's employees wear the required cloth addressed throughout the Safety and Health Manual and Safety Regulation.

The subcontractor is responsible for notifying all surrounding employees of the hazards associated with the subcontractor's work and advising them of any required protective measures.



## **SAFETY & HEALTH MANUAL**

### **4. Subcontractor's Safety Requirements**

**Page  
4**

**Revision Date: 5/1/18**

**Updated:**

### **Subcontractor Orientation**

Each subcontractor shall attend the Oliver Construction Co. orientation. The orientation will address the projects safety goals and hazards. The orientation can be verbally communicated to Oliver Construction Co. subcontractors.

### **Subcontractor Training**

Each subcontractor shall conduct and document the site-specific and OSHA-required training for all of the subcontractor's employees. Documentation of the training shall be available for audit by Oliver Construction Co. representatives.

### **Project Overview**

#### **General Conditions**

The subcontractor must:

- Inform Oliver Construction Co. of any federal or state inspections immediately and prior to any site tour. Oliver Construction Co. must receive copies of all federal and state inspection reports, citations, penalties, abatement dates, etc. observe good housekeeping at all times. Waste, debris, and garbage shall be removed daily or placed in appropriate containers. All materials, tools, and equipment shall be stored in a safe and orderly fashion.
- Install and/or maintain required general-condition safety (e.g. guardrails, fences, fall protection systems, floor opening cattle guards, etc.)
- Maintain and/or replace safety protection systems damaged or removed by the subcontractor's operations
- Provide, inspect, and maintain first aid kits/eyewash stations, etc. for the subcontractor's employees
- Cooperate fully with all other contractors related to all contractors' health and safety programs
- Furnish all reasonable information concerning safety of subcontractor's operations on the project as may be required by the Oliver Construction Co. project team. Unless otherwise directed, the subcontractor shall furnish, install, maintain, remove, and dispose of all general safety items needed for the subcontractor's portion of work as it affects the project as a whole. (i.e., the exhausting of paint fumes, ventilation needed to maintain carbon monoxide within OSHA requirements, mechanical opening in the floor, etc.)

**Note:** The Oliver Construction Co. project manager shall determine what is reasonable.



## **SAFETY & HEALTH MANUAL**

**4. Subcontractor's  
Safety Requirements**

**Page  
5**

**Revision Date: 5/1/18**

**Updated:**

## **Employee Orientation**

### **Purpose**

The Oliver Construction Co. Incident Free philosophy must be conveyed to all employees. The management shall set aside time to personally orient the individual to the project and to explain management's commitment to safety.

### **Scope**

This section applies to all Oliver Construction Co. projects, subcontractors, and vendors.

### **Policies**

#### **Orientation Agenda**

Following are the minimum items that need to be covered in the orientation:

#### **Orientation**

All employees and personnel working on a Oliver Construction Co. project (regardless as to tier of the employer) must receive Orientation before starting working on the project. All employees should also receive re-orientation as the phases of the project change. (i.e. addressing new hazards)

During the orientation, the employee must:

- Read and understand the following employee obligation: Oliver Construction Co. is committed to eliminating worker injury at every project site and every work place. All employees are obligated to do the following:
  - **Conduct their work in a safe manner.**
  - **Stop work immediately to correct any unsafe condition that is encountered.**
  - **Take corrective action so that work may proceed in a safe manner.**

\*It is the company's goal and expectation that no one will suffer an injury in the execution of work on an Oliver Construction Co. project.

- Receive an overview of the project which should include a discussion on:
  - scope of the project and a rough schedule
  - working hours
  - proper attire/required PPE
  - employee parking areas
  - material and equipment storage areas



## **SAFETY & HEALTH MANUAL**

### **4. Subcontractor's Safety Requirements**

**Page  
6**

**Revision Date: 5/1/18**

**Updated:**

- project security requirement
- sanitation facilities
- emergency response plan including a discussion on the:
  - locations of the telephone numbers for the clinic, hospital, and other emergency services
  - location of the first aid kits
  - the project's first aid-trained personnel
- means of access
- fire protection plan
- temporary lighting, power, and ventilation conditions (if applicable)
- smoking policies
- other conditions unique to the project
- Be told the location and attendance requirements for the toolbox meetings
- Receive an explanation on Oliver Construction Co. disciplinary procedures
- Receive the proper procedures for and an explanation of the immediate reporting procedures for:
  - unsafe conditions
  - near misses
  - Incidents



## **SAFETY & HEALTH MANUAL**

### **4. Subcontractor's Safety Requirements**

**Page  
7**

**Revision Date: 5/1/18**

**Updated:**

## **Employee Training/Education**

### **Purpose**

In addition to Orientation referenced above, Oliver Construction Co. commitment to the Incident Free philosophy includes a comprehensive safety training/education program for all employees related to the employee's specific work obligations.

This training/education shall be conducted by the subcontractor for its employees (or the employees of its subcontractors and suppliers) and must include all approved company and OSHA methods/procedures necessary for the employee to perform his or her work safely.

### **Scope**

This section applies to all Oliver Construction Co. projects, subcontractors and the subcontractor's tiered subcontractors and vendors.

### **Policies**

#### **Training/Education Topics**


Subcontractor employees (or employees of tier subcontractors and vendors) shall be trained to understand:

- The task the employee will perform
- The piece(s) of equipment the employee will be exposed to

## **OSHA Training/Education Requirements**

OSHA requires training on the following topics. Subcontractor must ensure its employees (and the employees of its tier subcontractors and vendors) receive the necessary training as applicable to the subcontractor's responsibilities and work:

- Employee orientation general safety and health provision
- Medical services and first aid
- Blood borne pathogens
- Hazard communication
- Confined spaces
- Powder-actuated tools
- Personal protective equipment
- Respiratory protection
- Fire protection
- Fall protection
- Stairways and ladders
- Hearing protection
- Power tools

 <b>SAFETY &amp; HEALTH MANUAL</b>	<b>4. Subcontractor's Safety Requirements</b>	<b>Page 8</b>
	<b>Revision Date: 5/1/18</b>	<b>Updated:</b>

### **Training/Education Agenda**

In addition, as part of Oliver Construction Co. Incident Free philosophy, each subcontractor employee (and the employees of its tier subcontractors and vendors) must be instructed by subcontractor:

- to recognize and avoid unsafe conditions.
- to know the laws and regulations applicable to their work.
- to control or eliminate all exposures to safety and health hazards and;
- on the Right-to-Know

In addition, the subcontractor's responsibilities include appropriate training on the following items or topics:

- Identification of gases, chemicals, and materials that will be used onsite
- Review of an SDS (Safety Data Sheets) with an explain how to read it
- Review of locations of the SDS
- Personal Protective Equipment PPE required for the job tasks
- Fall protection Use of hand and power tools
- Material handling
- Proper use of ladders