

H & H Electric Co.

Safety & Health Manual

Chapter 8 *Sub-Contractor Policy*



Sub-Contractor Policy

H & H Electric Co. engages the services of sub-contractors and values its relationships with these essential service providers. In the interest of promoting good communication and continuing to provide a safe and healthful work place for its employees, H & H Electric Co. will conduct its business with sub-contractors under the following guidelines.

- ☑ Sub-contractors may be evaluated for fitness for use based on industry recognized criteria such as the E.M.R., OSHA Recordable and Lost Day Injury Rates, and similar benchmarks. Information for Sub-contractor pre-qualification may be gathered through the Sub-contractor Pre-Qualification Form or similar methods.
- ☑ Sub-contractors shall abide by all Federal, State, Local and Municipal guidelines and regulations.
- ☑ Sub-contractor will provide a chemical inventory list of all hazardous chemicals they will use while on the work site. Additionally, an MSDS sheet must be provided for each of these chemicals. This package consisting of the inventory list and MSDS sheets must be site specific. **NOTE:** Please do not send your entire MSDS book with hundreds of non-related sheets. It will be returned.
- ☑ Sub-contractor will perform work in a manner consistent with a high level of care for other workers & the public who may come in contact with the jobsite during or after working hours. All open pits, shafts, holes shall be covered, identified and properly barricaded to prevent accidental entry. Any other hazards such as slip, trip or fall hazards shall be treated in the same manner.
- ☑ Sub-contractor will abide by all items contained in the attached "Operations and Work Site Safety Regulations".
- ☑ Sub-contractors must report all injuries or incidents to H & H Electric Co. immediately. Sub-contractor must cooperate with our personnel or designated representative in all accident or incident investigations. Sub-contractor will file a completed report by the close of business of the day following the accident or incident.
- ☑ Sub-contractor will hold a minimum of a weekly safety meeting, to include a "Tool Box Talk" safety topic, with its crews on our site. This will be a mandatory meeting which ALL crew members will attend. Documentation of the meeting to include a copy of the agenda, topic sheet and signatures of the attendees will be turned in to the superintendent weekly.
- ☑ Sub-contractors employees will fully cooperate in the event of an OSHA inspection on the work site.

H & H Electric Co. understands the importance of the development and implementation of a complete Safety and Health Program in providing for the safety and health of a company's work force. Recognition will be given to Sub-contractors who have undertaken this task and show the results of this in their injury rates, etc. However, H & H Electric Co. will not place itself in the role of evaluating the Sub-contractors Safety Program for compliance with government or agency regulations. Neither will H & H Electric Co. monitor Sub-contractors performance on the work site for compliance with its own manual.

Additionally, the entirety of the H & H Electric Co. Safety & Health Manual is to govern the performance of its own employees. It shall in no way be construed as applicable to the employees of the Sub-contractor with the exception of this Sub-Contractor Policy section.

H & H Electric Co. will, as part of its Hazard Assessment Plan, frequently and regularly inspect its work sites. During these inspections, Sub-contractor crews who are found to be performing

in an unsafe manner or in a manner not in compliance with regulatory agency specifications will be informed of the deficiency and given an opportunity to correct the conditions.

A lack of response or timely correction will subject the Sub-contractor to any or all of the following actions at the discretion of the site supervisor:

- Written documentation of the deficiency utilizing the Sub-contractor Safety Violation Notice form
- Removal and/or permanent ban of the individual causing the deficiency from the work site
- Correction of the condition with costs to be back-charged to the Sub-contractor
- Removal of Sub-contractor and its crew(s) from the site and termination of the contract for default

Upon arrival at the work site initially, the Sub-contractor's foreman or on-site supervisor will be required to review the "Operations and Work Site Safety Regulations" and sign in acceptance of these policies. This step is taken to ensure that the responsible party on-site has been briefed as to the policies and procedures expected to be adhered to.

Based on the measures discussed above, we look forward to a smooth and injury free project for your firm and ours.

H & H Electric Co.

Operations and Work Site Safety Regulations

1. Running, horseplay, throwing objects, and scuffling is not permitted.
2. Never distract other workers.
3. Intoxicating substances are not permitted. Drinking of alcoholic beverages or the consumption or sale of illegal drugs is a direct violation of company policy. It is grounds for immediate dismissal.
4. Obey all warning signs and read all safety bulletins that are posted.
5. Learn the location of fire fighting equipment, exits and first aid kits.
6. Store material, trucks, skids, racks, crates, boxes, ladders, and other equipment so as not to block exit doors, fire fighting equipment, or power panels.
7. Keep floors clean and clean up spills. Keep your work area clean and orderly. Maintain good housekeeping in all work areas at all times.
8. Walking and working surfaces should be kept clear of objects such as materials, tools, cord, etc in an effort to minimize slip, trip and fall hazards.
9. Watch out for your co-workers and notify them and your supervisor if you observe them working dangerously.
10. Report all incidents, injury or illness to supervisor immediately. Delay in receiving medical or first aid care can further complicate the effects of an injury. Additionally, unreported incidents can promote reoccurrence of the incident with possibility of further worker injury. Company policy mandates that a report be filed with the office the same day in all instances. Substantial delay in reporting may result in a delay or loss of benefits.
11. Perform your assigned tasks safely. When in doubt of how to do so, ask for additional help or training. Workers should not perform any task or operate any equipment unless trained in the specific operation of and made aware of the hazards associated with the task/equipment and the controls of such hazards.
12. Do not lift objects which are too heavy. Request help, or utilize an industrial lift.
13. Bend with the legs when lifting. Do not use the back.
14. When riding in company vehicles or in personal vehicles for company purposes, seat belts will be worn at all times. No riders are allowed in or on vehicles where there is no seat belt available.
15. Do not smoke near flammable materials.
16. Use compressed air only for the job intended. Do not use it to clean your clothes or body. Do not blow the air at anyone. Compressed air may enter the blood stream and cause death.
17. Never operate a piece of equipment without inspecting it for hazards first.
18. Make sure all guards are in place when operating equipment. Also, do not remove guards unless you are authorized to do so as part of a lockout tagout process.
19. Machinery shall not be oiled, serviced, or repaired while in operation.
20. Jewelry, bracelets, rings, watches, loose fitting clothes, or gloves shall not be worn while operating machinery.
21. Long hair should be under a cap or pulled back while operating machinery with rotating components.
22. Wear eye protection when eye hazards are encountered.
23. Wear all appropriate personal protective equipment (i.e. Fall Protection, Hard Hats, etc.)
24. Personal protective equipment must be available for use when needed, inspected and maintained in good condition.
25. Never use defective tools.
26. Fall protection must be utilized at fall heights as follows:
 - When over 4' in industrial settings.
 - When over 6' in a construction setting.
 - When over 10' from a scaffold.
27. Fall protection equipment such as a full body harness and lanyard shall be worn when operating any articulating boom platform or lift. Additionally, occupants of the basket

shall remain on the floor of the lift and not use the rails, toe boards or materials to elevate themselves off the floor of the lift.

28. Check each ladder before use to ensure that the ladder has no defects.
29. When utilizing extension ladders, they shall be; inspected prior to use, used at the proper 4:1 ratio, properly secured, extended 3' above the landing surface, and, the user shall always; face the ladder, use 3 points of contact and maintain good balance by keeping their belt buckle within the rails of the ladder. No materials, tools, or anything else shall be carried up the ladder. These types of materials shall be hoisted to upper levels with the use of a hoist rope.
30. Workers shall not handle, repair, or tamper with electrical equipment unless authorized.
31. Insure that electrical equipment such as power tools, electrical cords, portable lighting is all in good repair with no broken or missing parts or insulation.
32. Insure that GFCI receptacles are utilized at all times with any cords or corded equipment.
33. Safe work practices will be employed while working in or around trenches and excavations including:
 - a. Ladders or ramps will be provided in excavations deeper than 4'
 - b. Travel distances shall be kept to less than 25' to the ladder or ramp
 - c. Protective measures such as shoring, sloping, benching or trench shields shall be utilized in all trenches deeper than 5'

Hazardous Materials

1. All employees shall be aware of any hazardous material on the job or that they have potential exposure to.
2. Employees should be trained in the safe handling and potential hazards of the material.
3. All aspects of the employee Hazard Communication Act including awareness, protection, and proper handling shall be observed and practiced.
4. Each employee has a right to read the Material Safety Data Sheets on any chemical that they have the potential to be exposed to. Employees shall exercise effective industrial hygiene practices after the use of any Hazardous Substance.

I have reviewed the above "Operations and Work Site Safety Regulations" and agree that I will insure my crew's compliance with these regulations. Additionally, I will insure that my crew adheres to the following:

- Abide by all Federal, State, Local and Municipal guidelines and regulations.
- Perform work in a manner consistent with a high level of care for other workers & the public who may come in contact with the jobsite during or after working hours. All open pits, shafts, holes shall be covered, identified and properly barricaded to prevent accidental entry. Any other hazards such as slip, trip or fall hazards shall be treated in the same manner.
- Hold a minimum of a weekly safety meeting, to include a "Tool Box Talk" safety topic, with the crew members on our site. This will be a mandatory meeting which ALL crew members will attend. Documentation of the meeting to include a copy of the agenda, topic sheet and signatures of the attendees will be turned in to the superintendent weekly.
- Cooperate fully in the event of an OSHA inspection, site inspection or accident investigation by our personnel or designated representative on the work site.

Site specific chemical inventory and MSDS sheets provided (Must be prior to start of work)

Sub-contractor: _____ Date: _____

Foreman/Crew Leader

Name: _____ Signature: _____

H & H Electric Co.

Sub-Contractor Pre-Qualification Form

GENERAL INFORMATION			
		Today's Date:	
1. Company Name:		Telephone:	Fax:
Street Address:		Mailing Address:	
Contact Person:		Web Site:	
Telephone:		E-Mail:	
2. Officers President:		Years with Company:	
Vice President:		Years with Company:	
Secretary:		Years with Company:	
3. How Many Years has Your Organization Been in Business Under Your Present Firm Name?			
4. Form of Business: <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (State Incorporated: _____)			
5. State License #:		5a. Tax ID#:	5b. Dun's #:
6. Under Current Management Since (Date):			
7. SIC / NAICS Code(s):		8. Specialty Trade(s) Performed:	
9. Parent Company Name:			
City:		State:	Zip:
10. Subsidiaries:			
SAFETY			
11. Does Your Company Have a Written Safety & Health Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please attach a copy of the Table of Contents.)</i>			
12. Who is Responsible for Coordinating Your Company's Safety Program?			
Name:		Title:	Telephone:
13. Describe Your Safety Training for Your Employees:			
- Employee Orientation Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequency:	By Whom:
- Supervisors, Managers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequency:	By Whom:
- Jobsite "Tool Box Meetings"	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequency:	By Whom:
14. Does Your Company Have a Site Specific Safety Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please attach an example copy.)</i>			
15. Does Your Company Perform Jobsite Inspections? <i>(If yes, please attach an example.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequency:	By Whom:
15a. If Your Company Does not Perform Jobsite Inspections, Explain Why:			
15b. Do You Use An Outside Agency For Site Inspections?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequency:	Whom:

SAFETY (cont'd)

16. Insurance Carrier(s): *(Please attach copy of current insurance certificate.)*

Name	Type of Coverage	Insurance Broker's Contact & Telephone

17. What is Your Company's OSHA Recordable Incident Rate Over the Last Three Years:

Year:			
Rate:			

18. What is Your Company's OSHA Severity or Lost Workday Rate Over the Last Three Years:

Year:			
Rate:			

Please attach copies of your OSHA 300 logs for years listed above. If you do not complete OSHA 300 forms, explain why:

19. What is Your Company's Experience Modification Rate (E. M. R.) Over the Last Three Years:

Year:			
Rate:			

(Please attach a letter from your insurance carrier or state fund (on their letterhead) verifying the E. M. R. data provided.)

20. How Many OSHA Citations / Violations has Your Company Received in the Last Three Years:

(Please provide the details of each citation / violation on a separate sheet of paper and attach.)

INDUSTRY MEMBERSHIP AFFILIATIONS

21. What Industry Organizations / Associations is Your Company a Member of:

21a. What Awards / Special Recognition has Your Company Received:

Signature Block

As a condition of pre-qualification, the said Company agrees that it:

- A. Will notify the Owner within five business days of any material changes to the information contained in this form.
- B. Authorizes the local broker(s) listed in Item 16 to provide any and all information regarding said Company to the Owner, as a condition of said Company's pre-qualification.

Signature – FORM MUST BE SIGNED BY SAID COMPANY'S PRESIDENT, VICE PRESIDENT or CEO (if Corporation), PARTNER (if partnership), or SOLE OWNER (if sole owner). *I hereby certify that all the information contained in this pre-qualification statement is true and complete, and that I have the authority to execute this document on behalf of this firm.*

Signed:		Date:	
Name:		Title:	

H & H Electric Co.

2830 Commerce Street Franklin Park, IL 60131

(708) 453-2222 (708) 453-9480

Sub-Contractor Safety Violation Notice Form

Job Number: _____ Job Name: _____

Date: _____ Superintendent: _____

Sub-Contractor: _____ Foreman: _____

Your work crew has been observed to have violated one or more of our "Operations and Work Site Safety Regulations". A detail of the violations can be found below.

Please correct these violations immediately and return this notice to our office via fax for our records.

**Rule # Description of Violation
(Describe Corrective Action Taken on Lines Below Each Violation)**

Corrective Action: _____

Corrective Action: _____

Corrective Action: _____

Corrective Action: _____

Corrective Action: _____
