	Health and Safety Policy		Section No:	2
			Initial Issue Date	2003
			Revision Date:	Jan 1, 2017
			Revision No.	1
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Notice to Subcontractors

These minimum guidelines are intended to assist contractors in reducing the possibility of loss by bringing to their attention the hazards and possible abatements. Compliance with any of these guidelines in no way guarantees the fulfillment of the subcontractor's obligations as may be required by local, state, or federal laws. No liability for such obligations is assumed by SESAC by reason of these minimum guidelines.

Subcontractor Responsibilities


Subcontractors will be held accountable for their safety performance.

SESAC requires each subcontractor to fully implement a comprehensive safety program that meets or exceeds SESAC Safety policies. SESAC will randomly inspect subcontractors' safety performance. An effective safety program will result only from the subcontractors' efforts to adequately educate and train their employees.

Safety responsibilities are to be assigned to key individuals at different levels of each subcontractor's personnel structure. The responsibility for making the safety program work must be delegated by the subcontractor's management to foremen. It is the subcontractor's job to ensure that supervisors are aware of their responsibilities. Safety must be made a part of their job responsibilities.

Subcontractors' safety responsibilities include, but are not limited to, the following:

- Maintain appropriate safety reference materials, including the book of OSHA Construction Standards.
- Maintain a first aid kit and associated supplies.
- Provide personal protective equipment, for each operation for which they are responsible, as required by Safety Data Sheets, OSHA, and as each job task dictates.
- Provide potable drinking water and cups in a clean dispenser. Provide trash receptacles for used cups. Never allow employees to share a common drinking cup or drink directly from the water container.
- Provide for protection of the general public for the project's duration.
- Cooperate with SESAC and their Loss Control Representatives.
- Hold regular safety meetings and make written reports of the specific items discussed and the employees present.
- Train employees in safe working practices. The employee should be shown where to work, what to do, and how to do it safely. The employee should be instructed with

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regard to his responsibility for his own safety and the safety of his fellow workers. All training is to be documented.

- Prepare accident reports as required on the proper forms for personal injury accidents, property and/or equipment damage.
- Maintain the OSHA Job Safety & Health Protection Poster (OSHA 2203) in locations visible to employees.
- Follow all OSHA reporting requirements. To including reporting fatalities within eight hours, and amputation, loss of eye, or hospitalization within twenty-four hours. SESAC will be contacted and consulted with prior to contacting OSHA.

Administrative Enforcement of Subcontractor Safety Performance

Subcontractors will be held accountable for their safety performance.

SESAC will not assume the subcontractor's role for program enforcement.

SESAC will document all subcontractor serious safety violations and transmit this written information to the affected subcontractor(s). The letter transmitted to the subcontractor(s) must include documentation on monetary retainage, if any, and a target date in which the hazard is to be abated. Each subcontractor must address the hazard and take the necessary corrective action. This must be transmitted in writing to SESAC in a timely fashion. SESAC will confirm and document the corrective action taken.

When a safety violation by a subcontractor has been identified, Superintendent's will follow these steps:


MINOR OFFENSES - These offenses will be handled through the subcontractor's disciplinary program which must meet or exceed the SESAC disciplinary program. Repeat minor offenses become serious offenses.

FIRST SERIOUS OFFENSE –Superintendent will discuss the safety violation with the subcontractor's designated on-site safety representative. **A written follow-up letter to the subcontractor's home office is necessary for all serious safety violations.**

SECOND SERIOUS OFFENSE - The subcontractor employee most directly responsible for the violation will be removed from the SESAC project.

THIRD SERIOUS OFFENSE - The subcontractor's monthly draw will be withheld until the safety violations are corrected or the subcontractor may be removed from the project.

SESAC may withhold monies from subcontractors or remove subcontractors from the project that fail to comply with all applicable safety standards or fail to properly enforce the safety program. SESAC reserves the right to remove any employee from a project for violation of its Safety Policy.

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SUBCONTRACTOR SAFETY PRE-QUALIFICATION

Company: _____

Date: _____ Contact Name: _____

Phone: _____

Project being bid: _____

1. List your company's interstate Experience Modification Rate for the three most recent years. (If EMR rate exceeds 1.25 in any of the three years a letter of explanation, including proactive mitigation planning, will be required. There may also be a meeting held to discuss specific project coordination.)

20____

20____

20____

2. Please use your last year's OSHA 300 Log to complete the following information:


A. Total number of entries on OSHA 300 form? _____

B. How many of these were lost workday cases? _____

C. How many were illnesses? _____

D. Were there any fatalities? Yes___ No___ If yes, how many? _____

E. Employee hours worked last year (DO NOT include any non-work time, even though paid) _____

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3. Do you have a written safety program, including a Hazard Communication Policy?

Yes _____ No _____ If yes, enclose a copy of your program.

4. Are the costs of individual accidents kept? Yes _____ No _____

If yes, how are they reported? _____

5. Do you hold site safety meetings for field supervisors?

Yes _____ No _____ How often? _____

6. Do you hold craft "tool box" safety meetings?

Yes _____ No _____ How often? _____


7. Who will be the safety representative for this project?

Name _____

Title _____

Please list the safety qualifications for this person:

Will this person be on site full time?

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Yes ____ No ____

8. Do you conduct project safety inspections?

Yes ____ No ____ How often? ____


9. Do you have an orientation program for new hires?

Yes ____ No ____ If yes, describe the program briefly:

Sign: _____

Print: _____

Date: _____

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Subcontractor Involvement

Contractors are required to follow or implement the work practices and systems described below while performing work on SESAC worksites:

- Attend a safety orientation, pre-job meeting or kick-off meeting provided by the SESAC prior to any work beginning.
- Monitor employees for substance abuse and report nonconformities to SESAC
- Ensure personnel have the required training and competency for their work
- Participate in tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment
- Report all injuries, spills, property damage incidents and near misses
- Comply with onsite and Owner Client safety rules
- Implement SESAC safety practices and processes as applicable
- Clean up the work area at the end of each shift
- Ensure compliance with regulations at all times.

I agree to adopt SESAC Safety Policy. Myself, and all my employees, vendors, and subcontractors will meet or exceed all safety requirements of SESAC. I will ensure employees are briefed and trained on these requirements. I understand that any violation of the safety policy could result in the SESAC voiding any part or the entire contract.

Company Name: _____

Title: _____

Print Name: _____

Sign Name: _____

Date: _____