

Chapter 4

# THE SUB-CONTRACTOR & SAFETY

*‘Subcontractors are responsible to implement their own systems to detect and correct hazardous conditions, safety violations and unsafe work conditions’*

Each and every subcontractor on Hight Construction projects is required to implement their own company safety program unless other arrangements have been agreed to in writing prior to their employees coming on site. Regardless of agreement, a subcontractor's Safety Program is subordinate to the Hight Safety Program and the subcontractor agrees to operate under the most stringent program requirement of either. Some minimal requirements for the subcontractor safety program include:



- Subcontractor supervisors must participate in Hight Safety Program activities such as safety meetings, job hazard assessment (JHAs) and safety inspections as required.
- Subcontractors must use and permit as applicable safe work procedures implemented for the project. Where the subcontractor brings specialized expertise to the task or more stringent requirements the subcontractor's procedures will take precedence for his job tasks only.
- All subcontractors must hold Toolbox safety meetings with their workers at least once a week. A copy of the meeting minutes must be given to the Hight Project Manager.

An effective system of orientation and education of new and transferred workers to a Hight site is mandatory. Subcontractors must inform their workers of all safety policies, rules, PPE requirements, practices, procedures and hazards before they begin work on the job site.

Subcontractors must ensure their workers know and understand site emergency protocols, including procedures, location and use of equipment, and emergency signals for obtaining First Aid, Security or Ambulance assistance.

Subcontractors are responsible for using their own regular system of inspection to detect and correct hazardous conditions, safety rule violations and unsafe work practices in their own areas.

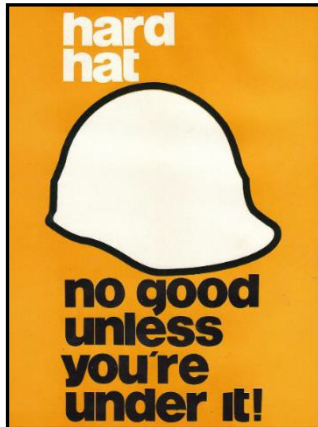
Good housekeeping and orderliness are basic requirements for all jobs. Give special attention to maintaining clear walkways, removal of trash, elimination of slipping, tripping hazards and proper storage of materials. Temporary material storage areas must always be requested and cleared through the Hight Project Manager. Failure by the subcontractor to maintain good housekeeping conditions may force Hight to do or arrange for the cleanup. **The subcontractor will be charged for this cleanup expense.**

Each subcontractor site supervisor or his representative must give his current address and telephone number to the Hight Project Manager so he may be contacted after hours in case of an emergency involving the subcontractor's job or equipment.

Each subcontractor must ensure their workers are trained in, equipped with and use the necessary personal protective equipment required by the more stringent of Workers' Compensation I Occupational Health and Safety acts, regulations and procedures, Client or Hight Safety and Loss Prevention policies and procedures.



- ☐ Each subcontractor must comply with HAZMAT and OSHA requirements which includes providing appropriate training for their workers.
- ☐ Subcontractors must provide the Superintendent with notice of any planned procedure that may create a hazard to other workers on site to ensure work activities are coordinated to minimize or remove the hazard.
- ☐ Subcontractors and their workers must read and comply with the rules and safe work practices set out in this handbook. In addition, subcontractors and their workers must comply with any site-specific rules, safe work practices and procedures.



- ☐ Failure to follow safe work and environmental rules, practices and procedures will result in disciplinary action.
  - ☐ Each on-site subcontractor worker must sign the Signature/Condition of Employment pages of their copy of the handbook. Return the signed pages to Hight.
  - ☐ Subcontractors must immediately inform senior Hight management of any serious contravention, non-compliance, hazardous or emergency situation.
  - ☐ Subcontractors must take every reasonable step to ensure safe work procedures and directions for handling equipment and hazardous materials are understood and practiced by all workers.
  - ☐ Report and investigate all accidents and incidents; correct unsafe work practices or conditions.
- ☐ When notified in writing of non-compliance, subcontractors must provide a written response specifying what actions were taken to rectify the situation.
  - ☐ Non-compliance with Hight or owner(s) safety rules and regulations may be used as grounds for termination of the contract agreement.
  - ☐ Subcontractors will be pre-qualified by reviewing their safety programs and safety training documents. There programs must also meet an acceptable safety standard to be considered for the job. Subs will be at all pre job meetings, kick-off meetings, all safety meetings, toolbox, hazard assessments, inspections, and post-job safety performance reviews.
  - ☐ The subcontractor has overall responsibility for coordinating safety and health programs for the work they perform on Hight Construction jobsites. We have the responsibility, authority, and overall accountability for the OSHA Injury & Illness Prevention Program. We will review and update the program, as necessary. Copies of the written program may be obtained in our office.
  - ☐ The Supervisor is responsible for the implementation of the company safety and health program.
  - ☐ Make available all necessary personal protective equipment, job safety materials, and First Aid equipment.
  - ☐ Instruct the employees that safe practices are to be followed and safe conditions maintained throughout the job.
  - ☐ Inform the Supervisor that they are not to require nor permit their workers to take chances - rather they instruct the workers in proper and safe procedures.
  - ☐ Require all contractors and their prime subcontractors to adhere to all safety regulations. The Supervisor will report any unsafe conditions on contractor portions of the work to the RSO.
  - ☐ Review all accidents with employee and see that corrective action is taken immediately.
  - ☐ Be familiar with the laws pertaining to safety and their basic requirements.
  - ☐ Investigate all accidents. File a complete accident report with the RSO and correct the causes immediately. Use OSHA Form 301 or its equivalent.
  - ☐ Be familiar with the laws pertaining to safety and their basic requirements.

**Closing: It's All About Commitment**

Safety in the workplace is a team effort. Everyone must do their part to ensure not only their own safety, but the safety of everyone else as well. We have established policies and procedures for working safety and provides to our employees mechanical and physical protection, however, “your” safety is ultimately “your” responsibility. And it’s more than just a company commitment. Each and every member of the sub-contractor crew is required to:

- ☐ Work according to good safety practices as posted, instructed and discussed.
- ☐ Refrain from any unsafe act that might endanger himself/herself or his/her fellow workers.
- ☐ Use all safety devices provided for his/her protection.
- ☐ Immediately report any unsafe situation or acts to his/her supervisor or safety personnel.
- ☐ In the event of an injury report to the designated area for First Aid treatment. In all cases, the employee and Supervisor will report and/or record all accidents.
- ☐ Maintain a clean and safe work area.
- ☐ Be a safe worker off the job as well as on.