

# ***Subcontractor Management Plan***

## **Program Overview**

The subcontractor shall have a comprehensive written safety and health program. All employees shall understand the basic element of this program prior to assignment to the project.

The subcontractor's safety plan, depending on the scope of their work should address the following elements:

- Safety Policy
- Control Measures
- Safety/Inspections Audits
- Disciplinary Program
- Training Policy
- Project Site Employee Orientation Program
- Accident/Exposure and Investigation Policy
- First Aid Policy
- Emergency Action Plan
- Site-Specific Medical Emergency Plan
- Field Level Risk Assessment Worksheet
- Fall Protection Plan
- Personal Protective Equipment
- Drug & Alcohol Policy
- Ladder Safety Policy
- Thermal Exposure Policy
- Workplace Violence Policy
- Electrical Safety Policy
- Lockout Tagout Policy
- Temporary Work Platforms Policy

## **Site Specific Safety Plan**

Subcontractors are required to submit their Site-Specific Safety Plan (SSSP) prior to the pre-construction meeting. In addition, their Safety & Health Manual shall be forwarded to Starlite Communications Inc. (SCI) VP of Operations, to assure that they meet the requirements of the

site safety and risk control expectations. Should the subcontractor not have a Health & Safety Manual, SCI will provide the subcontractor with a copy of our Health & Safety Manual which is to be complied with in its entirety.

A subcontractor safety meeting will be held before initiating project work. This meeting is to review project requirements for safety and risk control. All necessary subcontractor representative(s) shall attend the meeting. In addition, subcontractors will be included in any safety meetings, job safety analysis, jobsite safety inspections, and any pre-job meetings or safety orientations with the site owner (Owner Client).

The subcontractor shall present project-specific safety requirements, including a review of various roles and responsibilities of personnel, an initial overview or project risks, and elements of hazard control/countermeasures appropriate to potential exposures.

The subcontractor will be subject to a post-job performance review.

## **Subcontractor Requirements**

Subcontractor Training Records, Workers Compensation Coverage, Workers Compensation Rate Sheet, and Health & Safety Manual shall be made available to SCI, the site owner, and government agencies upon request.

Workers Compensation Coverage must be current and valid.

SCI is responsible for communicating, and providing a copy upon request, of the site owner's Drug & Alcohol Policy to all subcontractors.

## **Incident Reporting and Investigation**

The subcontractor's designated representative(s) must ensure that all incidents are reported to SCI as soon as is practicable, but in no case more than twenty four (24) hours of the occurrence. The subcontractor's representative(s) will follow up any verbal report with a written incident report to be submitted to SCI's VP of Operations. Included with this report shall be any monitoring or corrective action plans. Written incident reports shall be submitted for all incidents reported, including near miss events.

SCI will participate in all incident investigations involving the subcontractor. A copy of all incident reports will be forwarded to the site owner as soon as is practicable.

## **Subcontractor Prequalification**

All subcontractors will be required to submit prequalification documentation to SCI's VP of Operations for evaluation. Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, safety statistics, and Health & Safety manual.

## **Annual Review**

An annual review of this program will be conducted by SCI Management.