

SUBCONTRACTOR ONBOARDING CHECKLIST

Welcome to the Project! This document provides general information regarding safety submittals prior to starting work to ensure a smooth transition. To start, please review the latest version of the [Subcontractor Site Safety Requirements and Procedures](#) for safety expectations on the project as a contractual requirement. Failure to provide the required submissions may result in the delay of the subcontractor's start date.

Required Documentation to be submitted to Power prior to work:

- Executed Subcontract
- Current Insurance Certificate
- Site Specific Safety and Health Plan** to include at minimum:
 - Safety roles and responsibilities for subcontractor employees;
 - Subcontractor's disciplinary action program;
 - Process for managing tier subcontractors;
 - Hazard Communication Program, including an electronic copy of current SDS for material brought on-site uploaded to Power's online safety portal (instructions below);
 - Heat Illness Prevention Plan;
 - Specific job hazard identification and worker training (i.e. qualified rigger training);
 - Job Hazard Analysis plan;
 - Silica Hazard Assessment and applicable Exposure Control Plan;
 - Please complete Power's [Silica Hazard Assessment](#) within the "Inspections" module on HammerTech as part of your safety plan.
 - If an exposure is present, a Written Silica Exposure Control Plan must be submitted. If you need assistance with creating a plan, visit <http://plan.silica-safe.org/>. or [OSHA's Silica Standard](#)
 - Emergency procedures including a designated clinic with address, phone number, map and authorization.
 - Copy of current First Aid/CPR training for a member of the crew
 - Competent person qualifications and training records;
 - Copy of current (within the past **6 years**) OSHA 30 Hour Training by your Project Foreman
 - Return to Work program (CCIP / OCIP only)
 - [Site Specific Quality Plan](#)

Project Safety Documents:

- Safety documentation (Dailies and Toolbox Talks) will be submitted by the subcontractor's project supervision via [Hammertech](#) (Hard copy documentation of Daily Reports and Toolbox Talks will not be accepted!).
 - If you do not already have access, please provide a name, phone number and email address to establish the subcontractor's project supervisor's account and access. Training will be provided by a Power representative as needed.
 - Provide contact information for your safety representative (corporate contact) and any other individuals involved in the project who will receive safety observations from the project team email list to eforms@powerconstruction.net.
 - Instructions for gaining access to HammerTech and employees completing enrollment and orientation have been included in your welcome email. Employees are to enroll prior to coming on-site, this will be verified prior to receiving an orientation sticker.
- Upload your site-specific safety and health plan and Job Hazard Analysis to the appropriate module on HammerTech for review.
- [How to upload SDS for subcontractors](#)
- Daily Reports will be completed daily.
- Toolbox Talks will be submitted weekly.