



FOREMAN'S SITE REQUIREMENTS EXPLANATION

FORM EXPLANATION AND INFORMATION

PURPOSE/PROCEDURE:

- The purpose of this form is to explain the project safety requirements & expectations with Subcontractors' on-site supervision.
- The form provides project team members the opportunity to reiterate and/or expand upon important safety items discussed during the pre-construction process.
- This form serves as a method to inform Subcontractors' Foreman of the safety requirements and expectations if they did not attend the pre-construction meeting.
- This form should be conducted when the foreman starts work on the project. Suitable options include after the pre-construction meeting or after the Foreman's site specific orientation. Every Subcontractor's workers that are acting in a "Foreman" capacity are required to attend this session.
- Major discussion items include crew & tier subcontractor management, orientation requirements, documentation, training, Power's Zero Tolerance Program, and quality control.
- Attendees should check off all items that are covered during the session and sign-in at the bottom to complete the form.
- Any questions related to this procedure should be directed to Power's Safety Department.



FOREMAN'S SITE REQUIREMENTS

PROJECT: _____ **DATE:** _____

SUBCONTRACTOR: _____ **FOREMAN:** _____

- Managing Crew & Tier Subcontractors – subcontractor is solely responsible for managing their employees, including employees of tier subcontractors.
 - Tier Subcontractor compliance with all forms and documentation required below (i.e. Daily Report/Hot Work Permit)
- Site Safety Orientation Requirements - required before starting work for all Employees, Tier Subcontractors and Visitors
- Incident Reporting & Investigation
 - Immediately Report to Power Field Management & Documented Incident Report within 24 hours
 - Post Incident Drug & Alcohol testing requirements for outside medical attention
- Forms
 - Prior to Work
 - Job Hazard Analysis (Immediate Work)
 - Subcontractor Site Specific Safety Plan – Foreman has reviewed own plan
 - Haz-com (GHS) and SDS – specific for that job, location of all SDS
 - OSHA 10/30 Hour Certification copy on file (for all subcontractor's competent persons on project)
 - Required
 - Safety eForm's setup and training (if applicable)
 - Daily Report (review document)
 - Daily Huddle (If sub has one, we would like a copy)
 - Weekly Toolbox Talks
 - Safety Inspections
 - Trade Specific
 - Job Hazard Analysis (Unique or High Hazard Work)
 - Mobile Crane Checklist
 - Critical Lift Planning Worksheet
 - Excavation Permit
 - Hot Work Permit
 - Guardrail Removal Permit
 - Authorization to Proceed with Steel Erection
 - Floor Turnover Release (Concrete & Steel)
 - Other: _____
- Specific Training Needs for Their Employees on the Job
 - Qualified Rigger / Signal Person
 - Aerial Lift Use
 - Scaffold Competent Person
 - Fall Protection
 - Forklift / Equipment



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- Ladder
- Other (LOTO, Confined Space, etc.): _____
- Zero Tolerance Policy
 - Site orientation is a verbal warning. Remind your crew of project safety expectations.
 - If a challenging / unclear situation arises contact PCC immediately.
- Foreman Expectations
 - Actively manage the safety and health of your employees and the exposures created by your operations (including tier subcontractors).
 - Managing subcontractor deliveries including flagging, gate management, truck drivers (PPE), unloading material, storage, etc.
 - Managing housekeeping, material management and floor loading (including access paths) as a result of your work and as defined by subcontract.
 - If a substitute foreman or additional foremen are brought on-site, they must also complete Foreman's Site Requirements and meet Competent Person OSHA requirements.
 - Extra work – if you believe you are doing extra work, provide tickets daily to the Superintendent. Tickets presented after 24 hours will not be accepted.
 - Foreman is to contact Power Superintendent immediately if preceding or adjacent work installation is incorrect.
 - Building control – control established in building, subcontractor is to work off established lines. Any questions or conflicts must be brought to PCC Superintendent immediately.
 - Project drawings and documents – foreman has reviewed project drawings (drawings, specifications, submittals, shop drawings, samples, etc.) and has verified they are working from the current set of documents. In addition, foreman is aware of mock-up expectations and lessons learned from mock-ups.
 - Building tolerances – foreman understands the tolerances associated with their work and the relation to other trades.
 - Work in place – prior to drilling, cutting, removing, or disturbing work installed by other trades, verify with Power the location, extent and scope of repair/replacement of said work (i.e. fireproofing, roofing, wall membranes, post-tension, drywall, etc.).
 - Existing utilities – foreman is aware of existing utilities and Power's expectations for utility locating; has reviewed applicable drawings and is aware of information available at project related to existing utilities.
 - Foremen's meetings occur on _____ @ _____ AM/PM. A foreman from each subcontractor is required to attend while the subcontractor is working on-site.

FOREMAN'S SIGNATURE

CONDUCTED BY