

Subcontractor Management Plan

Dee Cramer Inc

Completed by: Valerie Bradley
Completed Date: 03/08/2013

Subcontractor Management Plan

Purpose

This written Subcontractor Management Plan This plan provides the mandatory occupational health and safety requirements for subcontractors performing work for Dee Cramer Inc.

Administrative Duties

Valerie Bradley, Safety Director, our company's Subcontractor Management Plan Administrator, is responsible for developing and maintaining the written Subcontractor Management Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. Valerie Bradley, Safety Director is also qualified by appropriate training and experience that is commensurate with the complexity of the plan to administer or oversee our Subcontractor Management Plan and conduct the required evaluations of plan effectiveness.

The Subcontractor Management Plan is kept at the following location: the main office of Dee Cramer, Inc., 4221 E. Baldwin Road., Holly, MI 48442.

Company Information

- ***Name:*** Dee Cramer Inc
- ***Facility Type:*** Heating - Cooling - Sheet Metal
- ***Description of Activities:*** HVAC - Installation - Repair - Replacement
- ***Facility Coordinator:*** Valerie Bradley, Safety Director
- ***Alternate Coordinator:*** Operational Manager

Operating Procedures

Pre-Operational Procedures

Prior to contract award; subcontractors will be required to submit a pre-qualification form including 3 years of data on EMR, OSHA 300-300A log, DART, and any additional required safety stats requested. Form attached

Operational Procedures

- Subcontractors shall be included in pre jobsite meeting and all employees will be required to complete the safety orientation program prior to work starting.
- Subcontractors shall demonstrate competence in performing desinated work in effective safety management, i.e, acceptable injury rates.
- Subcontractors shall perform operations in accordance with applicable federal, state, OSHA and MIOSHA laws and regulations.
- Subcontractors shall have established documents in place for job safety analysis, hazard assesments for specific hazardous work, including but not limited to hot work policy, lockout/tagout procedure, fall protection, hazard communication programs.
- Subcontractors shall provide sufficient employee training, such as hazcom, respiratory protection training, if applicable. Specific construction activites, such as delevated work, confined space, ladder training, scaffolding or any specific training required per trade work.
- Subcontractors competent person shall sufficiently identify and document potential workplace hazards and take adequate protective measures including the use of PPE (personal protective equipment). A competent person is defined as someone who is capable of identifying and controlling potenetial occupational hazards analysis and written project safety plan.
- Subcontractors competent person shall perform a work area induction with their employees on construction projects, including a review of specifically identified workplace hazards. The employees shall be empowered to immediately stop work that they feel is unsafe.
- Subcontractors performing construction activities shall perform and document regular inspections of the job site by a competent person.
- Subcontractors shall allow only qualified employees to operate equipment and machinery.
- Subcontractors shall perform a post job safety performance review.

Maintenance Procedures

Maintenace on subcontractors equipment will be performed by the subcontractors.

Emergency Situations

Our emergency/accident response procedures include the following:

Emergency procedures will be provided per jobsite at owners/and/or general contractors specifications to be followed by all subcontractors

Phone numbers of primary emergency responders include:

Phones numbers for emergency need; hospitals, ambulance, will be posted per jobsite

Our company provides the following emergency equipment and support:

General Contrators and/or owners will provide all necerssary emergency equipment and resources per jobsite project

Training

Under no circumstances may an employee subcontract employees will perform no services per trade until trained and documents have been submitted to Dee Cramer safety department until he/she has successfully completed this company's training program under the Subcontractor Management Plan. This includes all new employees, regardless of claimed previous experience. Individuals in the following departments receive training:

Safety Department

The Subcontractor Management Plan Administrator will identify trainees in

each set of new employees and make arrangements with department management to schedule training. The Administrator will also identify those existing employees who need retraining. safety director is responsible for conducting training. His/Her/Their qualifications include must have certifications and/or be a professional safety administrator.

Training is done by an outside company. See the attached information about the outside company and their training materials.

The company training program includes:

This could be classroom instruction that uses lecture, discussion, videotape, conference formats, practical exercise and or hands on instruction formats

Through training we ensure that employees in the departments listed above are knowledgeable in:

project and trade specific training requirements

Training Certification

After an employee has completed the training program, the instructor will determine whether the employee can safely perform the job.

Safety Director is responsible for keeping records certifying each employee who has successfully completed training. Each certificate includes the name of the employee, the date(s) of the training, and the signature of the person who did the training and evaluation.

Performance Evaluation

Each trained employee is evaluated annually, unless task requires more frequent to verify that the employee has retained and uses the knowledge and skills needed to operate safely. This evaluation is done by Safety Director and acting supervisor. If the evaluation shows that the employee is lacking the appropriate skills and knowledge, the employee is retrained by our instructor(s). When an employee has an accident or near miss or some

unsafe operating procedure is identified, we do retraining.

Current Trained Employees

Under no circumstances may an employee subcontract employees will perform no services per trade until trained and documents have been submitted to Dee Cramer safety department until he/she has successfully completed this company's training program. The following table lists employees who are currently trained employees at this company:

Department or work area:	Employee name/title
All employees	

All employees have a general obligation to work safely.

Appendices

Our company has attached the following appendices to this written plan:

Subcontractor Safety Pre-Qualification Form



DEE CRAMER

To Whom It May Concern:

Dee Cramer, Inc. is focused on providing its employees and customers with a workplace that is safe. Obviously, we are concerned that our subcontractors also share our commitment in this regard. Attached you will find a copy of our Safety Prequalification Form. Please fill this out in its entirety and return to my attention within the next two weeks.

Your commitment to safety will form a significant part of our evaluation in choosing subcontractors for our projects in the future. Your answers to these questions will be helpful in determining your commitment to safety. Please return the attached form along with your signed copy of our purchase order.

If you have any questions, please feel free to contact me.

Respectfully,

Dee Cramer, Inc.

Valerie Bradley
Safety Director
(810) 579-5000

Attachment



DEE CRAMER

Subcontractor Safety Pre-Qualification Form

Company Name _____
Person Completing Form _____ Title _____
Company Mailing
Address/City/State/Zip _____
Phone Number _____ Fax Number _____
E-Mail: _____
Signature _____ Date Completed _____

1. List your firm's experience modification rate (EMR) for the three most recent years.

2008 _____ Average _____
2009 _____
2010 _____

2. Please use your OSHA 200 and 300 logs for the three most recent years to complete this section.

A. Actual Hours Worked	_____	_____	_____	
B. Lost Workday Accident Rate (For the 200 log, use columns 2+9x200,000 + Actual Hours Worked; for the 300 log, use column H x 200,000 ÷ Actual Hours Worked)	_____	_____	_____	_____
C. Recordable Accident Rate (For the 200 log, use columns 2+6+9+13 x 200,000 ÷ Actual Hours Worked; For the 300 log, use columns G+H+I+J x 200,000 ÷ Actual Hours Worked)	_____	_____	_____	(Average) _____

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|--|-----------|----------|
| 3. Do you have a written safety program which includes Hazardous Communication? | Yes _____ | No _____ |
| 4. Do you have a light duty/restricted work policy? | Yes _____ | No _____ |
| 5. Do all employees complete safety orientation prior to performing work activities? | Yes _____ | No _____ |
| 6. Do you conduct documented site inspections? | Yes _____ | No _____ |
| 7. Do you require the OSHA 30 or 10 hour class for all supervisors? | Yes _____ | No _____ |
| 8. Do you conduct documented post accident investigations? | Yes _____ | No _____ |

In house: Return to V. Bradley