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**FORM EXPLANATION AND INFORMATION**

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**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, UIS'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. The form should be scanned and saved in the Subcontractor's Safety File.
- Any questions related to this procedure should be directed to UIS's Safety Department.

**PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **SUBCONTRACTOR:** \_\_\_\_\_

**FOREMAN:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**UIS SUPERVISOR:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

- 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)
  - List tier subs here: \_\_\_\_\_
- Site Safety Orientation Requirements - required before starting work for all Employees, Tier Subcontractors and Visitors
  - Location and Time: \_\_\_\_\_
- Incident Reporting & Investigation
  - Immediately Report to UIS Field Management & Submit Incident Report within 24 hours
  - Post Incident Drug & Alcohol testing requirements for outside medical attention or property damage
  - Location of subcontractor's medical treatment facility
  - UIS contact: \_\_\_\_\_
- Forms
  - Job Hazard Analysis (Immediate Work)
  - Subcontractor Site Specific Safety Plan – Foreman has reviewed own plan
  - Haz-com (GHS) and SDS – project-specific, all SDS uploaded to [safety portal](#).
  - OSHA 10/30 Hour Certification copy on file (for all subcontractor’s competent persons on project). Identify competent person(s):  
\_\_\_\_\_
  - E-form’s setup and training (if applicable)
    - Review Subcontractor Resources and methods for accessing
    - Subcontractor Partners Website ([www.powerconstruction.net](http://www.powerconstruction.net))
    - Discuss the UIS Subcontractor Safety Requirements and Procedures document and location
  - Daily Report and Huddle (review form)
    - Attach Subcontractor form as an attachment, if applicable
  - Weekly Toolbox Talks (review form and submittal process)
  - Permit Processes
  - Permit Board Location: \_\_\_\_\_
  - Discuss method for saving completed permits as applicable (Box folder, access to, etc.)
  - 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, erector, dismantler and user)
  - Fall Protection
  - Forklift / Equipment
  - Ladder
  - Silica
  - Other (LOTO, Confined Space, etc.): \_\_\_\_\_
- Project-specific Emphasis Points
  - Discuss the areas of emphasis on the project, owner requirements and expectations, unique conditions and other areas of concern.
- Zero Tolerance Policy
  - Site orientation is the verbal warning. Remind your crew of project safety expectations.
  - If a challenging / unclear situation arises contact PCC immediately.
  - Disciplinary action process
- Foreman Expectations
  - Actively manage the safety and health of your employees and the exposures created by your operations (including tier subcontractors).
  - Conduct frequent and regular inspections of your work area, tools, conditions and employee compliance with safety requirements.
  - Existing utilities – foreman is aware of existing utilities and UIS's expectations for utility locating; has reviewed applicable drawings and is aware of information available at project related to existing utilities.
  - Managing subcontractor deliveries including flagging, gate management, truck drivers (PPE), unloading material, storage, etc. To schedule deliveries use: \_\_\_\_\_
  - 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 requirements.
- Quality Expectations
  - 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 UIS Superintendent immediately if proceeding 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

## FOREMAN'S SITE REQUIREMENTS

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 UIS the location, extent and scope of repair/replacement of said work (i.e. fireproofing, roofing, wall membranes, post-tension, drywall, etc.).
- Conduct quality toolbox talks periodically and submit through the eForms system (similar to the safety toolbox talks).
- Foremen's meetings occur on \_\_\_\_\_ @ \_\_\_\_\_ AM/PM. A foreman from each subcontractor is required to attend while the subcontractor is working on-site.

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**FOREMAN'S SIGNATURE**

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**CONDUCTED BY**