

SUBCONTRACTOR ONBOARDING CHECKLIST

Jobsite:

Contractor Name:

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 UIS prior to work:

- Executed Subcontract
- Current Insurance Certificate
- Site Specific** Safety 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 paper or electronic copy (as required by the UIS project team) of current SDS and table of contents. A project specific SDS file shall be maintained on-site for employee review;
 - Specific job hazard identification and worker training (i.e. qualified rigger training);
 - Job Hazard Analysis plan;
 - Silica Hazard Assessment and applicable Exposure Control Plan;
 - 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

Silica Exposure Plan:

- Please complete UIS's [Silica Hazard Assessment](#) and return 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 https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=1270

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 plan and Job Hazard Analysis to the appropriate module on HammerTech for review.
- Upload site specific SDS into HammerTech.
- Daily Reports will be completed daily.
- Toolbox Talks will be submitted weekly.