



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

INTRODUCTION

The enclosed information addresses expectations of Subcontractors, Tier Subcontractors, Vendors, Suppliers and Agents (herein called Subcontractors) performing work on Power projects. Each Subcontractor working on Power projects is obligated to comply with all Federal, State and Local Safety Requirements, Power's Safety and Health Program, Site Specific Safety Programs, and any Owner Safety Requirements (herein after called Safety Requirements). These Safety Requirements constitute the minimum level of performance expected from each Subcontractor. In addition, Subcontractors are responsible for adherence to Site-specific Safety Requirements defined by the project. All Subcontractors shall adhere to these requirements for the performance of their work on Power projects.

SUBCONTRACTOR COMPLIANCE

In accordance with the OSHA requirements, each Subcontractor shall protect the employment and places of employment of each of their employees engaged in construction work by complying with the appropriate standards prescribed in the applicable standards. Subcontractors shall hold each of their Agents, Vendors, Tier Subcontractors and Suppliers responsible for compliance with these Safety Requirements. Subcontractors shall include these Safety Requirements in all contracts. Entry onto project, property, or the job site constitutes acknowledgement by the Subcontractor, Subcontractor employees or invitee of their obligation to adhere to these Safety Requirements.

Each Subcontractor shall establish and maintain an effective safety and health program that addresses the requirements herein. The Subcontractor shall be solely responsible for implementing the safety program and shall have sole responsibility for monitoring the work of its employees, Subcontractors, agents, vendors and suppliers to ensure compliance. The Subcontractor is responsible for procuring the current version of Power's Subcontractor Site Safety Requirements and Procedures at http://www.powerconstruction.net/safety_req.html.

VIOLATION OF SAFETY REQUIREMENTS

If a Subcontractor or invitee is found non-compliant to any of the Safety Requirements, the Subcontractor and employee(s) may be subject to the following:

- At a minimum, the resulting action may result in a written warning;
- Employee(s) may be removed from the project for a specified duration;
- Employee(s) may be removed from project and/or future Power projects;
- Re-training for employee(s), crew and /or foreman;
- A \$1,000 fine per occurrence;
- Additional full-time supervision and/or safety representative to the project at the Subcontractor's expense;
- A meeting will be conducted with the Subcontractor's supervisor(s) and the Power Project Team. The meeting should conclude in a documented agreement outlining the Subcontractor's intended corrective actions and timeframe for implementation;
- Removal of unsafe condition by using other work forces, the cost of which will be reimbursed through back charges or provisions of the contract;
- Power may exercise its option to terminate all or part of the contract with the Subcontractor for inadequate safety performance, or failure to fulfill any of the Safety Requirements of the contract;
- Any resulting damages (including damage for delay) will be paid for in accordance with the subcontract.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

All costs and expenses paid or incurred by a Subcontractor in the implementation and administration of the project Safety Program shall be paid by such Subcontractor.

When violations of the Safety Requirements are observed, the responsible contractor shall be informed verbally for immediate correction. It is the sole responsibility of the Subcontractor to devise and implement the correction. If Power deems it is necessary to stop work being performed due to the nature of a violation, work will be halted until the Subcontractor corrects the violations. Any costs incurred by the stoppage of work due to the violation will be the sole responsibility of the violating Subcontractor.

DESIGNATION OF COMPETENT PERSON

Each Subcontractor shall designate a competent person as defined by OSHA to implement and enforce the Safety Requirements. The Subcontractor's competent person must be on site whenever they have employees working on site, and the name of that person shall be submitted on the Power Daily Report. Subcontractors may fulfill the competent person requirement for Tier Subcontractors granted the Subcontractor's competent person remains at the project full-time while employees are working. Otherwise, the Tier Subcontractor is responsible for providing the competent person. The Subcontractor shall not relinquish or defer responsibility for project safety to their own or Subcontractor employees at any time under any circumstances. Where the nature or size of the contract warrants, Power may require the Subcontractor to employ a full-time on-site qualified Safety Representative.

The following trade contractors are required to provide a competent person who has completed, at a minimum, the OSHA 30-hour Outreach Training Program for Construction within the previous three years at the project full-time when said contractor has employees working. The Subcontractor must provide proof of this and any other required training to Power prior to commencing work on site.

- All structure related steel activities (erection, decking, joist, etc.);
- Miscellaneous metals (stairs, framing, supports, etc.);
- All structure related concrete activities (frame, skin, cast-in-place, pre-cast, masonry, etc.);
- Mechanical trades;
 - Mechanical pipe and HVAC
 - Electrical
 - Plumbing
 - Sprinkler fitter
- Enclosure trades;
 - Windows
 - Stone
 - Masonry
 - Metal panels
 - Roofing
- Rough carpentry;
 - Doors, frames and hardware
 - Interior and exterior framing
 - Interior and exterior drywall



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- Elevator and escalator installer;
- Foundations;
- Earth retentions systems;
- Demolition.

All other trades are required to provide a competent person who has completed, at a minimum, the OSHA 10-hour Outreach Training Program for Construction within the previous three years at the project full-time when said contractor has employees working. Based on the scope or conditions associated with the Subcontractor's work, Power may require additional training for the competent person. Each Subcontractor is solely responsible for ensuring employees have the training required as part of this policy and any other federal, state or local requirement. Any questions or variance requests must be directed to Power's Safety Director for consideration.

SUBCONTRACTOR SAFETY REPRESENTATION

The Subcontractor's designated Corporate Safety Representative is expected to make, at a minimum, monthly jobsite visits to audit implementation of the Subcontractor's Safety and Health Plan. This representative will also be required to attend regular corporate on site safety meetings, as determined by Power. Additional on-site safety and health staffing will be defined in the individual trade scopes. The Subcontractor will provide a copy of all documented inspections, observations, or reports to Power.

OSHA AND STATE AGENCY INSPECTIONS

If after an inspection, a Subcontractor receives any citation(s), a copy of all citations shall be immediately provided to Power.

TRAINING AND MEETING REQUIREMENTS

Preconstruction Meeting

Subcontractors shall ensure that their project management and other key personnel, including their Site Supervisor and Safety Representative at a minimum, attend a pre-construction meeting with the project management staff where planning for safe execution of the project will be addressed.

Site Safety Orientation

Prior to starting work on the Project, all employees are required to attend a site-specific safety orientation provided by Power. The orientation will cover general safety and health rules, regulations and site-specific policies and hazards. The orientation serves as the verbal warning for Safety Requirements for all individuals on the project. The Subcontractor shall be responsible for scheduling orientation of their employees and visitors with Power. If an individual is found on-site without having received the training, that person will be removed from the project for the remainder of the day, and the crew foreman may be disciplined.

Foreman's Site Requirement Review

The foreman identified by the Subcontractor will complete a review of the project safety requirements and expectations with a member of the Power project team. If the Subcontractor has additional foreman or changes foreman on the project, these individuals must also complete this review.

Foreman's Meeting

Foreman's meetings will be conducted on site. The date and time of these meetings will be determined by the project team. Attendance is expected from each Subcontractor unless excused by Power.



Safety Review

Following an incident or safety issue, Power may request a meeting be held with the parties involved to discuss the incident or issue in greater detail. Requested Subcontractors shall attend and participate in the investigation, discussion, and to develop an action plan.

INJURY CARE AND MEDICAL FACILITY

Each Subcontractor is responsible to establish a medical facility for use by employees who sustain a work-related injury. The facility to be used shall be communicated to the Subcontractor's employees. The Subcontractor is responsible for all costs borne out of medical treatment, substance abuse testing and any other associated costs (Power is not to be charged for any treatment costs including substance abuse testing).

Each Subcontractor is to provide an appropriate sized First Aid kit that is maintained and adequately stocked. The location of the kit shall be communicated with the Subcontractor's employees. Subcontractors will assure that when required or appropriate, trained first aid personnel are available, certified, and equipped for their responsibilities.

DOCUMENTATION AND REPORTING

Site Specific Safety and Health Plan

Each Subcontractor shall establish and submit for review a written Site Specific Safety and Health Plan that includes details commensurate with the work to be performed. The Subcontractor's Site Specific Safety and Health Plan shall clearly describe the Subcontractor's methods for meeting its obligations to provide a safe and healthful work environment, as well as to protect other trades, vendors, visitors and members of the general public from the exposures generated by the Subcontractor's work. The Subcontractor's Company Safety Manual will not be accepted as a substitution for a Site Specific Safety Plan. The following will be submitted within fifteen (15) days after receipt of notice to proceed or in advance of Subcontractor's start of construction activities (whichever is sooner):

- A written Project Site Specific Safety & Health Plan (hard copy);
- Identify safety roles and responsibilities for Subcontractor employees;
- The name and contact information for the Subcontractor's Corporate Safety Representative;
- Subcontractor's disciplinary action program;
- Process for managing Tier Subcontractors;
- Hazard Communication Program, including hard copies of current MSDS and table of contents. A project specific MSDS file shall be maintained on-site for employee review;
- Specific job hazard identification and worker training;
- Job Hazard Analysis plan;
- Competent person qualifications and training records;

The Subcontractor shall be solely responsible for implementing the Site Specific Safety and Health Plan as well as other Safety Requirements.

Job Hazard Analysis (JHA)

Detailed JHA's addressing hazards associated with the Subcontractor's scope of work are required as part of the Subcontractor site specific safety and health plan submittal (Appendix C). The Subcontractor



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

shall also prepare additional JHA's upon request and modify as the work process and/or associated conditions change. These procedures will be reviewed with all affected employees prior to starting the work or after modifications to the JHA, by the Subcontractor.

Daily Report Process

Each Subcontractor, including Tier Subcontractors, must submit to Power, on a daily basis, a Daily Report (Appendix A). Subcontractor must complete all of the information required on the Daily Report form.

Daily Huddle Process

Each contractor will be responsible for conducting a daily huddle with each crew to identify the work activities for the day, the associated hazards of the work and the control measures to be implemented (Appendix B). This process will be documented and submitted to Power as part of the Daily Report.

Toolbox Talks

Each Subcontractor shall conduct weekly toolbox safety meetings relevant to the work being performed by their employees. A copy of the toolbox talk or a description of the topic discussed along with all attendees names shall be submitted to Power.

Safety Inspections

In accordance with OSHA, each Subcontractor shall perform frequent and regular safety inspections of their work area(s) by a competent person. A copy of the report or documented inspection shall be submitted to Power whenever the inspection is completed. Subcontractor supervisors shall take immediate action to correct violations, unsafe practices and unsafe conditions. The Subcontractor will be solely responsible to review and monitor the work area or location of all their employees on a regular basis during the performance of work.

Incident Reporting

Subcontractors are responsible to immediately notify Power of all incidents including personal injuries and illnesses, near hits (defined as an occurrence that has the attributes of an incident, yet has no apparent damage to person or property), project property losses or damages, and incidents involving the public or their property.

Each Subcontractor is required to investigate all incidents incurred by their employees, or incidents that are the result of their operations. Each Subcontractor shall provide to Power a documented Incident Investigation Report within 24 hours of the occurrence.

Power may conduct an independent investigation at their own discretion or when they deem it necessary as a supplement to that required of the Subcontractor. Upon request, Subcontractors involved in the incident shall participate in Incident Review Meetings.

SUBSTANCE ABUSE POLICY

The illegal use or abuse of drugs and or alcohol constitutes a threat to the safety and health of employees and the general public. The Substance Abuse Policy requires employees to report to work fit for duty, and to perform their work, free of detectable levels of drugs, alcohol or other substances, which may affect their ability to work safely. Each Subcontractor shall establish and maintain an effective substance abuse program. Drug and alcohol testing is required of Subcontractor employees in the following situations:



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- If there is reasonable suspicion that the employee is under the influence of drugs or alcohol (*immediate testing required*);
- If the employee has sustained a work-related injury requiring outside medical attention (*immediate testing required*);
- If the employee has caused or contributed to another employee being injured in a work-related incident (*immediate testing required*);
- If the employee has caused or contributed to a work-related incident resulting in, or which has the potential to result in, property damage (*immediate testing required*);
- If the employee was involved in a “near hit”, defined as an occurrence that has the attributes of an incident, yet has no apparent damage to person or property (*immediate testing may be required*).

Subcontractor employees who fail to provide proof of a required drug and alcohol test, refuse the required test or violate the Subcontractor’s substance abuse policy will not be permitted on-site.

All costs associated with any substance abuse testing are the responsibility of the Subcontractor.

SPECIFIC REQUIREMENTS

GENERAL SAFETY REQUIREMENTS

- Subcontractors must report to the Power Project Team any safety concerns, observed conditions or violations of job safety, regardless of whether they are within the observer's power or responsibility to correct.
- Subcontractors shall assure that its supervisory employees have a working knowledge of applicable Safety Requirements as they pertain to their scope and work areas, and encourage all employees to improve their incident prevention awareness.
- Smoking is prohibited at any time in any project field office or Power office. In addition, smoking will not be permitted anywhere within the building in the following situations:
 - In a build-out or addition to an occupied building (tie-in to existing structure);
 - When the window installation has begun;
 - When any temporary or permanent enclosure is installed (partial or complete) on the building;
 - When site-specific requirements prohibit smoking on the project or the campus;
 - In any other areas identified as “Non-smoking” on the project;
 - Any areas covered by the Illinois Smoke Free Law.
- The use of personal radio headsets (I-pods/MP3 players, etc.) while on-site is not allowed.
- Radios are not permitted in work areas adjacent to occupied spaces or when the project does not allow their use. Power’s project supervisor will determine radio use in stand-alone buildings.
- Glass bottles or containers are not allowed on site.

HOUSEKEEPING

Each Subcontractor shall be responsible for daily and continual clean-up during and upon completion of work activities and shall leave the work areas broom swept. In addition, the following items are required as applicable:



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- Subcontractor is responsible to comply with the City of Chicago Housekeeping Ordinance, when applicable.
- Subcontractor is responsible for daily and continual clean-up of their work areas, including dust elimination/minimization during the clean-up process. Subcontractors are responsible for assuring that trash and debris remain out of the work areas.
- Subcontractors shall monitor their work areas daily or more frequently if needed to assure that all debris is removed from the work area to minimize hazards.
- Each Subcontractor is responsible to provide resources to move their trash and debris to an area designated by Power. If debris is not removed on a timely basis, or after appropriate warning, Power will provide resources to remove the debris and the responsible Subcontractor will be responsible for costs incurred.

Effective housekeeping should not be an assigned task, it is considered to be a part of each employee's responsibility. Keeping the work site clean not only produces a safer job site, but a better place to come to work each day. It is each employee's responsibility to keep their work area in order, cleaning-up during and after work is completed.

PERSONAL PROTECTIVE EQUIPMENT

Each Subcontractor is solely responsible to supply their employees with the required Personal Protective Equipment.

Eye and Face Protection

- All employees shall wear safety glasses 100% of the time while on the construction site. Minimum eye protection shall include approved safety glasses with side shields which meet the standards specified in ANSI Z-87.1-1989 (this shall also include prescription eyewear).
- Additional eye and face protection in combination shall be worn when:
 - Welding, burning or cutting with torches
 - Using abrasive wheels, portable grinders
 - Drilling, cutting or chipping at or above shoulder level
 - Chipping concrete, stone or metal
 - Working with any materials subject to scaling, flaking or chipping
 - Drilling or working under dusty conditions
 - Using explosive actuated fastening or nailing tools
 - Working with compressed air or other tools
 - Using masonry saw
 - Additional PPE as determined by the Daily Huddle and Job Hazard Analysis

Head Protection

- All employees, vendors, delivery personnel and other visitors to the project shall wear hard hats that meet ANSI Z 89.1-1986, 100% of the time while on the construction site (including while wearing face shields, welding helmets, etc.). Hard hats shall be worn facing forward, with the bill in front.

Foot Protection

- All personnel on the construction site shall wear hard-soled work boots. No one is permitted to wear sneakers, tennis shoes or athletic shoes of any type, sandals, high heels or open toed shoes on the construction site.



Respiratory Protection

If respiratory protection is required to protect employees from exposures to airborne contaminants, Subcontractors must adhere to the following:

- Compliance with the applicable standards (respiratory, specific contaminants, etc.);
- Annual medical clearance for employee;
- Annual fit-testing for employee;
- Training for employee on respirator;
- Written respiratory protection program;
- Validation of respirator selection based on sampling or historical data.

Hearing Protection

- Hearing protection is required in accordance with OSHA standards.

Clothing

Subcontractor employees must meet the following as it relates to clothing on Power projects:

- Long pants and shirts that are free of damage, inappropriate wording or symbols and cover the shoulders and mid-section;
- High-visibility material when exposed to vehicles and equipment traffic;
- Flaggers must wear the appropriate reflective vests when flagging traffic;
- Protective clothing as required based on the exposure.

FALL PROTECTION AND ACCESS REQUIREMENTS

As part of the planning process, Subcontractors are required to identify the means necessary to safely access the work areas included in their scope of work. These methods, including fall protection measures, should be identified in site specific safety and health plans, Job Hazard Analysis' and other documentation.

Ladders and Stairways

All ladders and stairways shall be inspected, constructed and used in accordance with 29 CFR 1926 Subpart X, applicable ANSI requirements and local codes. In addition, the following items are required as applicable:

- Portable extension, straight and typical step ladders constructed of conductive materials (metal) are not permitted;
- Job-made ladders must meet ANSI standards;
- Each Subcontractor shall provide ladder training for all employees using ladders;
- Stairs and platforms must be used to provide access to office, equipment and material storage trailers;
- Stairways must be kept free of flammable materials, stored materials or debris.

Scaffolds

All scaffolds shall be erected, used, and dismantled in accordance with 29 CFR 1926 Subpart L and local codes (i.e. City of Chicago Scaffold Ordinance). In addition, the following items are required as applicable:

- Documentation of training is required for the use of any scaffold as determined by the City of Chicago and/or OSHA. This documentation must be submitted to Power project management upon request.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- The designated competent person must complete the scaffold inspection prior to allowing workers on the scaffold each shift, and submit any documentation to Power at the end of each shift.
- Scaffolds must be erected in accordance with manufacturer's specifications and requirements.
- Hallway / Narrow Frame (Baker scaffolds) with a working deck above 6' , shall adhere to the following:
 - Fall protection required (i.e. guardrails);
 - Outriggers installed;
 - Wheels locked when occupied;
 - Proper access.
- The working level of a scaffold shall be fully decked or additional fall protection is required.
- Subcontractors using scaffolds shall adequately guard, barricade or protect areas located below the scaffold.

Aerial Lifts

All aerial lifts (scissor or boom) shall be used in accordance with OSHA standards, ANSI requirements and manufacturer recommendations. In addition, the following items are required as applicable:

- Any employee who is operating or using an aerial lift (scissor or boom) shall be properly trained in the operation, use, and emergency procedures involved with the lift. Documentation shall be made available to Power upon request.
- Employees shall be correctly fall-protected in boom lifts (i.e. fall restraint).
- Employees working in aerial lifts must remain on the platform of the lift in accordance with OSHA requirements and interpretations.

Fall Protection and Prevention

All employees exposed to fall hazards greater than 6' above a lower level shall be protected by means of fall prevention or fall protection devices. Where fall hazards cannot be eliminated, 100% continuous fall protection for fall hazards greater than six (6') feet shall be implemented. In addition, the following items and scenarios are included as part of this requirement:

- Employees working above a guardrail must utilize fall protection;
- Employees utilizing a ladder in accordance with applicable requirements are not required to maintain additional fall protection;
- Subcontractors involved in roofing operations must determine the appropriate fall protection method for their operation based on feasibility;
- Each Subcontractor shall be responsible for outlining specific means and methods for meeting fall protection requirements in their Job Hazard Analysis. The JHA shall detail in writing when fall protection is required, what equipment and systems will be utilized, the training users of the system have received, and how this protection is to be installed and used. Provisions for prompt rescue shall also be provided.

All other elements of the 29 CFR 1926 Subpart M are applicable to situations requiring fall protection. In addition, the following items are required as applicable:

- When cable is used as the guardrail system, the system will be a minimum of two 3/8" IWRC-galvanized cables, with a minimum of two wire rope clamps at each connection point. The Subcontractor will work with Power to determine the required type of guardrail system to remain on the project upon Subcontractor's completion.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- Guardrail cables and guard rail systems are not to be used as attachment points for fall arrest or restraint unless the Subcontractor accepts the responsibility for the design, installation, inspection and all other applicable requirements.
- If a Subcontractor needs to remove a guardrail, the Subcontractor is required to obtain a **Guardrail Removal Permit** from Power. The Subcontractor is solely responsible for implementing the temporary measures used to protect their own employees and others working in the surrounding areas. The Subcontractor is responsible for strict adherence to the conditions of the permit.
- Subcontractor work that necessitates the use of either "Controlled Access Zones" or a "Fall Protection Plan" are required to submit those plans to Power prior to beginning work (for recordkeeping purposes).
- When using a monitoring system, the monitor will wear a reflective vest, so the monitor can be readily identified.

ELECTRICAL SAFETY

Each Subcontractor is responsible for inspecting their hand and power tools and electric cords prior to each use. Damaged equipment shall be removed from service.

Temporary Electric and Lighting:

Installation of temporary electric and lighting must comply with 29 CFR 1926 Subpart K.

- Temporary electric must be protected by a ground fault circuit interrupter (GFCI) and cover plate for both temporary and permanent outlets.
- GFCI breakers and outlets must be tested prior to in service and periodically by the electrical Subcontractor and record of the tests and service maintained. The electrical contractor will maintain the record of the tests and provide to Power on a bi-weekly basis.
- Open conductors must be protected in conduit, boxes or equivalent when within 8 feet of a walking surface.
- Wire for lighting within stairwells must be protected by conduit or wiring design. Unprotected open conductors are not permitted.
- Temporary lighting must be provided in accordance with OSHA and contract requirements. Any additional lighting (task lighting) required will be provided by each Subcontractor.
- Electric cords must be managed to avoid creating a trip hazard or in areas where the cord will be damaged. Suspended cords must be secured with a non-conductive material.
- All live circuit panels must have an OSHA compliant panel cover on them. Energized panels are not to be left unattended or unprotected in accordance with NFPA 70E. Panels that are turned off must be properly locked and tagged.
- Whenever work is to be done on a piece of equipment, including building equipment and or Subcontractors' equipment, OSHA's Control of Hazardous Energy standard must be followed. Each contractor whose work required working on energized equipment shall submit a plan in accordance with NFPA 70 E or a Lock-out/Tag-out program to Power prior to performing work. Work on energized equipment should be done under a lock-out/tag-out control whenever possible.

Work performed in proximity to overhead utilities

Work performed within proximity to overhead powerlines must be completed in accordance with Power's Utility Locate and Overhead Powerline Policy and Procedures as well as 29 CFR 1926.1400 and 1926.600.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- Prior to the start of, and during the course of any work in proximity to overhead utilities, the Subcontractor shall make a thorough survey of the entire work site to determine the type and location of all utilities on the work site. The Subcontractor must verify this information with Power by notifying the Project supervisor and shall coordinate construction work in the vicinity of these utilities with the appropriate utility owner.
- The Subcontractor shall make employees aware of any precautions and procedures to be followed while working in the proximity of any utility. Appropriate clearance distances shall be maintained throughout the course of the work. If the Subcontractor can not maintain appropriate clearances they must contact the involved utility and discuss alternative methods for addressing the utility and associated hazards.
- The Subcontractor will be required to investigate any and all contingencies where contacting a utility could adversely affect any operation or render inoperative any protective apparatus in the surrounding area and submit a Disruption Avoidance plan for protection or rerouting of critical systems. This plan shall be turned into Power prior to performing work.

FIRE PROTECTION AND HOT WORK PROCEDURES

All welding and burning work shall be done in accordance with OSHA standards and industry best practices.

- Prior to conducting any activity that generates sparks, heat, flame or other hot work, a **Hot Work Permit** must be obtained from Power.
 - The Subcontractor is solely responsible for strict adherence to the requirements outlined in the permit.
 - A Fire Watch must be present during and for a minimum of 60 minutes after the completion of the work provided by the Subcontractor.
 - The Hot Work Permit is for a single shift, opened prior to the start of hot work and closed upon completion of the fire watch.
- The movement, storage, and use of cylinders shall be done in accordance with OSHA standards. Compressed gases and flammable liquids will not be stored within enclosed structures (i.e. buildings under construction, storage trailers; tool sheds, in stairways or building exits/entrances).
- All personnel using gas welding or burning equipment will be fully trained in the use and maintenance of the equipment.
- At minimum, a 10 pound dry chemical ABC fire extinguisher must be within 20 feet of any burning or welding operation. Each Subcontractor is to provide fire extinguishers appropriate for the work they are performing.
- All containers must be FM approved or UL listed. The container must have a self closing lid and a wire mesh flame arrester. If the can is damaged, it is to be removed from site.
- In accordance with the Hazard Communication Standard, containers will be clearly marked showing the contents, hazard level and any special use or handling requirements.
- Fire extinguishers which are provided by Power are available for general use. They are generally located at entrances, stair wells, and on each floor. If a fire extinguisher is used, return it immediately to the project trailer to replace it with a charged extinguisher.

CRANES AND RIGGING

Cranes

All crane and hoisting operations, including rigging, must be completed in accordance with 29 CFR 1926 Subpart CC and Subpart H.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- All lift service cranes shall have anti-two block devices and load moment indicators (LMI) installed and functioning properly at all times during operations.
- Pick and carry operations with rubber-tire mobile cranes is not permitted unless specifically permitted by the crane manufacturer.
- All hoisting classified as a “Critical Lift” requires additional planning and must be reviewed by the Power project team. A critical lift is defined as a lift that exceeds 75% of the rated capacity of the crane, multiple crane picks and/or high-risk lifts. A minimum lift plan must include:
 - Completed **Power Critical Lift form** or equivalent
 - Load analysis
 - Lifting procedures
 - Rigging analysis
- A third party inspection is required for all cranes on an annual basis.
- Power’s **Mobile Crane Checklist** must be completed by a competent person on a daily basis and prior to operating a mobile crane at the project.
- The Subcontractor in charge of the crane shall ensure that the capacity, ground conditions, and all other conditions associated with the crane are acceptable. If the conditions are not acceptable, the Subcontractor shall notify Power in writing their proposal to implement any corrections or modifications necessary.
- Power’s **Tower Crane Checklist** must be completed by the Subcontractor prior to erecting, operating and throughout the duration of tower crane use at the project.
- The following are additional items regarding crane use:
 - The swing radius of the crane must be barricaded or otherwise guarded;
 - Only one person is to signal the crane operator at a time (hand signals, radio, hard line, etc.);
 - Loads shall be tag-lined, unless the use of the tagline would pose a greater hazard;
 - Cell phone use is prohibited while operating a crane (cell phone or 2-way phone is not permitted for crane signaling);
 - Subcontractor is responsible for submitting proof of training to Power for qualified rigger(s), signal person(s) and crane operator(s).

Rigging and material handling

- Each Subcontractor is responsible for complying with rigging requirements set forth by OSHA, ASME and rigging manufacturers’. Rigging equipment should never be used beyond its rated capacity.
- Rigging shall be inspected prior to use and as necessary throughout the course of the day by the Subcontractor’s Qualified Rigger. If any rigging is found to be damaged, it shall be removed from service immediately.
- Stored materials are to be stacked neat and orderly. Materials must be stacked in a manner to prevent tipping, falling, shifting or rolling and maintain clear paths of travel.

EQUIPMENT REQUIREMENTS

All self propelled construction equipment shall be maintained, equipped and operated in accordance with all OSHA and manufacturers’ requirements.

- Seatbelts must be worn in equipment when required by OSHA, the manufacturer or when the equipment is equipped with a roll-over protective structure (ROPS).
- Cell phone use is prohibited while operating a piece of equipment.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- Personnel shall not be transported or ride on equipment or vehicles that are not equipped with seats for passengers. Riding in the back of pickup trucks or on equipment without the use of a seatbelt is prohibited.
- Bi-directional earthmoving equipment and motor vehicles with an obstructed view to the rear shall be equipped with a functioning warning horn and an automatic back-up alarm. Equipment working in the street must also be equipped with a functioning beacon light and slow moving vehicle symbol.

Forklifts

- Only trained and authorized personnel will be allowed to position or operate any type of powered industrial truck (forklift). These individuals shall perform pre-operational inspections prior to each shift. Documentation shall be made available to Power upon request.
- Forklifts shall be operated in accordance with the manufacturer's specifications and requirements.

STEEL ERECTION

All steel erection activities shall be in compliance with 29 CFR 1926 Subpart R (with the exception of fall protection).

- A written site-specific erection plan (to include fall protection) shall be submitted to Power prior to the start of work. When special or unusual hazards will be encountered (i.e. work over existing structures, near utilities or water), the Subcontractor will clearly address these issues in the site-specific erection safety plan. In addition, the Subcontractor should outline provisions for the following:
 - Plan for accessing work including delivery trailers;
 - Plan for securing items overhead;
 - Plan for controlling access into the erection area;
 - Fall protection plan including rescue procedures.
- Power's **Authorization to Proceed with Steel Erection** form must be completed with the steel erector prior to the commencement of steel erection.
- Multiple lifts of structural members must be done in accordance with Subpart R and crane manufacturer's requirements, and coordinated with the Power Project Team. The maximum number of allowed pieces per lift is five.
- If work is performed within or adjacent to occupied structures, the Subcontractor will be required to make provisions for fire protection, and the safe removal of all welding fumes from the building. The methods shall be submitted to Power prior to the start of the work and will be the Subcontractor's responsibility to implement and manage.

EXCAVATION WORK

All excavation work will conform to Power's Utility Locate and Overhead Powerline Policy and Procedures and the requirements of 29 CFR 1926 Subpart P. A copy of Power's policy is available upon request.

- No excavation shall commence on site, regardless of size, depth, or equipment used unless the operation has been authorized by Power through an **Excavation Permit** procedure to ensure the dig area has been evaluated and marked for existing utilities, and that adequate cave in protection is provided as required.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

- Each Subcontractor is responsible for one-call notifications, obtaining their own dig authorization number and required to provide and coordinate secondary independent locates. All investigation and associated excavating will be done in accordance with Power's Utility Locate and Overhead Powerline Policy and Procedures.
- Each Subcontractor is responsible for barricading and/or covering any excavation at the end-of-shift, as warranted by the size and exposure of said excavation.
- Each contractor engaged in excavation work must have a person designated as the "Competent Person" (as defined by OSHA) to ensure compliance with the OSHA standard for excavations. The name of that person and their qualifications will be provided to Power before work begins.

CONCRETE AND MASONRY

- All concrete and masonry operations shall be performed in accordance with 29CFR 1926 Subpart Q.
- All concrete, masonry or other silica-generating cutting process must be done with wet-methods. Dust control measures (engineering or other controls) are to be implemented for all other silica and dust-generating operations. Grinding silica will be conducted as to not expose surrounding employees and existing facilities to elevated levels of silica and respirable dust.
- Concrete Subcontractors (or masonry Subcontractor when applicable) are responsible for notifying Power Project Team of any changes or modifications to anchor bolts and any issues related to concrete strength or performance.

TRAFFIC AND PEDESTRIAN CONTROL

- Signs shall conform to the requirements of 29 CFR 1926.200 and ANSI Z35.1-1968.
- Work on or adjacent to roadways must be conducted in accordance with Illinois Statutes and the current version of the Manual of Uniform Traffic Control Devices (MUTCD). IDOT Certified Flagger control must be provided in accordance with Illinois Revised Statutes Chapter 121, Par. 314.2.
- Sufficient chain link fencing or orange "barricade" fencing must be installed as appropriate to separate active construction areas or hazardous areas from active occupied work areas and to protect the public. The fence must be sufficiently supported and marked with appropriate signage.
- Signs and barricades must be removed immediately when no longer applicable or required.



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES



DAILY REPORT

PROJECT _____ CONTRACTOR _____
 DATE _____ TRADE [S] _____
 # OF EMPLOYEES _____ FOREMEN _____ JOURNEYMEN _____ APPRENTICE _____

| DAILY HUDDLE | | |
|---|--|--|
| SEE REVERSE SIDE FOR DAILY HUDDLE TOPICS | | |
| LIST SAFETY/QUALITY POINTS DISCUSSED IN THIS MORNING'S DAILY HUDDLE | | |
| | | |
| | | |

| TIER SUBS | | |
|--|--|--|
| LIST ALL TIER SUBS THAT WORKED ON SITE TODAY AND ATTACH THEIR DAILY REPORT | | |
| | | |

| EMPLOYEE NAME | ORIENTATION COMPLETE | LOCATION[S] WORKED | DESCRIPTION OF WORK | *INITIAL |
|--------------------|--------------------------|--------------------|---------------------|----------|
| * COMPETENT PERSON | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |

* By Initialing, you confirm attendance at the Daily Huddle; you have no safety concerns to report and no incidents to report.

| INCIDENTS | |
|---|--|
| TODAY WAS INCIDENT FREE - THERE WERE NO INCIDENTS REPORTED BY ANY OF YOUR CREW/ TIER CONTRACTORS. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF NO - POWER WAS NOTIFIED OF THE INCIDENT AND APPROPRIATE DOCUMENTATION WAS COMPLETED. | <input type="checkbox"/> YES |

* In accordance with subcontract agreement, each subcontractor shall designate a competent person with a current OSHA 10/30 hour card within 3 years. [Subcontractor Site Safety Requirements & Procedures] Revised January 2012



DAILY HUDDLE DISCUSSION TOPICS

CHECK OFF TOPICS DISCUSSED IN TODAY'S HUDDLE

- DESCRIBE TODAY'S WORK
- WHAT HAZARDS / CONCERNS ARE ASSOCIATED WITH TODAY'S WORK?
- EQUIPMENT / TOOLS NEEDED
- PPE REQUIRED
 - DOES EVERYONE HAVE THE PPE THEY NEED AND KNOW HOW TO USE IT?
- WORK STATION / AREA SET UP
 - HOW DO WE ACCESS THE WORK AREAS TODAY?
 - ANY CHANGES FROM YESTERDAY?
 - REMEMBER CLEAN-UP
- TRAINING REQUIRED
 - DOES ANYONE NEED SPECIFIC TRAINING FOR TODAY'S OPERATIONS?
- SAFETY POLICY ENFORCEMENT
 - ANY RECENT DISCIPLINARY ACTIONS TO REVIEW?
 - SITE ORIENTATION COMPLETED?
 - RE-ENFORCE ZERO TOLERANCE POLICY
- INCIDENT REPORTS
 - ANY INCIDENTS OR NEAR MISSES TO REPORT?
 - ANY RECENT INCIDENTS TO REVIEW FROM THIS OR ANOTHER PROJECT?
- PRODUCTION / QUALITY ISSUES
- ANY NOTES FROM FOREMEN'S MEETING TO DISCUSS?

* In accordance with subcontract agreement, each subcontractor shall designate a competent person with a current OSHA 10/30 hour card within 3 years. [Subcontractor Site Safety Requirements & Procedures]

Revised January
2012



SUBCONTRACTOR SITE SAFETY REQUIREMENTS AND PROCEDURES

| | | |
|-----------------------------|----------------------|------------------------------|
| | | Job Hazard Analysis |
| Project #: | Project Name: | Prepared By: |
| Date: | Location: | Estimated Start Date: |
| Description of Work: | | |

| Item No. | Phase of Work | Safety Hazard(s) | Precautionary Action(s) |
|----------|---------------|------------------|-------------------------|
| 1) | | • | • |
| 2) | | • | • |
| 3) | | • | • |
| 4) | | • | • |
| 5) | | • | • |

| | |
|--|-----------------------|
| Training/Certification/Prerequisites: | • |
| Lessons Learned/Previous Incident(s): | • |
| Reviewed by: | Crew Initials: |

Each Subcontractor is solely responsible for monitoring and planning the work of its employees, subcontractors, agents, vendors, and suppliers to ensure compliance. This document is only a guideline and therefore not all-inclusive. Any specific additions or changes related to the Subcontractor's work are the sole responsibility of the Subcontractor.