

SUBCONTRACTOR ONBOARDING CHECKLIST

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 Power 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 an electronic copy of current SDS uploaded to Power's online safety portal. Click the link for instructions on [How to Upload SDS](#);
 - ☐ Heat Illness and Cold Stress Prevention Plan;
 - ☐ Specific job hazard identification and worker training (i.e. qualified rigger training);
 - ☐ Detailed Job Hazard Analysis submitted for the subcontractor's and tier subcontractor's scope of work. Click the link for instructions on [How to Upload and Sign JHA in Hammertech](#);
 - ☐ Silica Hazard Assessment and applicable Exposure Control Plan;
 - ☐ Please complete Power's Silica Hazard Assessment within the "Inspections" module on Hammertech as part of your safety plan.
 - ☐ If a silica 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 [OSHA's Silica Standard](#)
 - ☐ 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
 - ☐ Return to Work program (CCIP / OCIP only)
 - ☐ [Site Specific Quality Plan](#)

Project Safety Documents:

- Power Construction offers safety webinars that cover each safety document. Click the [Safety Webinar Schedule and Sign-up link](#) to register.
- Safety documentation (Daily Reports 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.
 - 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 modules on Hammertech for review.
- Daily Reports will be completed daily. Click the link for instructions on [How to Complete a Daily Report](#).
- Toolbox Talks will be submitted weekly. Click the link for instructions on [How to Complete Meetings](#).