



Subcontractor Pre-construction Safety Package

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I. Subcontractor Safety Requirements

Doran Construction Company, LLC and Doran Construction Management, LLC (collectively "Doran Construction") is committed to the elimination of worker injury throughout our operations. Doran's companywide commitment to Zero Injury is the only logical and humane approach to a safe workplace. We are no longer willing to tolerate any injury to our own workers, or to the worker of any contractor while engaged on our projects. Any lesser commitment conveys the erroneous message that accidents are inevitable and that some level of injuries are acceptable. Meeting this challenge will take time, hard work, and will require a commitment to safety from all employees on this project.

Attached is the minimum criteria to work on the project. Additionally, all subcontractors shall provide Doran with a list of sub-subcontractors they intend to use on this project. The safety questionnaire must be reviewed and approved by Doran prior to any sub-subcontractor starting work on site.

Subcontractors shall also insure that all sub-subcontractors meet the insurance requirements for this project, including the additional insured endorsement. It is the responsibility of the subcontractor to insure that certificates and endorsements from their sub-subcontractors are received and current prior to the sub-subcontractor arrival on site.

A.

Doran Construction CONTRACTOR SAFETY QUESTIONNAIRE

Contractors Name: _____

Address: _____

Phone # (Include. area code) _____

Primary SIC Code _____ # Employees _____ Type of Work _____

1. List your firm's Workers Compensation Experience Modification Rate (EMR) for the three most recent years:

YEAR	EMR
20 _____	_____
20 _____	_____
20 _____	_____

2. How long have you been covered by your current provider of Workers Compensation Insurance?

3. Using your Injury Logs for the last three years, please provide the following:

	YEAR:	20____	20____	20____
a) Number of Fatalities		_____	_____	_____
b) Number of Recordable Injuries/Illnesses		_____	_____	_____
c) Number of Lost Workday Cases		_____	_____	_____
d) Number of Lost Workdays		_____	_____	_____
e) Total Employee Hours Worked		_____	_____	_____
f) Recordable Injury/Illness Rate*		_____	_____	_____
g) Lost Workday Case Rate**		_____	_____	_____
h) Lost Workdays Rate***		_____	_____	_____

***Total Number of Injury/Illness Cases X 200,000**
Total Number Hours Worked

**** Total Number Lost Workday Cases X 200,000**
Total Employee Hours Worked

***** Total Number of Lost Workdays X 200,000**
Total Employee Hours Worked

4. List any Safety or Health citations your firm has had in the last three years. Please describe.

5. Do you have a written safety program? Yes _____ No _____
(Please attach copy)

Does your written safety program include the following?

- | | | | |
|----|---------------------------------------|-----------|----------|
| a) | Management Policy Statement | Yes _____ | No _____ |
| b) | Substance Abuse Policy | Yes _____ | No _____ |
| c) | Safety Rules/Enforcement Procedures | Yes _____ | No _____ |
| d) | Fall Protection Program | Yes _____ | No _____ |
| e) | Fire Protection Requirements | Yes _____ | No _____ |
| f) | Injury Treatment/First Aid Procedures | Yes _____ | No _____ |
| g) | Hazard Recognition Procedures | Yes _____ | No _____ |
| h) | Trenching/Excavation Procedures | Yes _____ | No _____ |
| i) | Electrical Safety & Lockout/Tagout | Yes _____ | No _____ |
| j) | Confined Space Entry Procedures | Yes _____ | No _____ |
| k) | Welding/Burning Permit Procedures | Yes _____ | No _____ |
| l) | Use of Personal Protective Equipment | Yes _____ | No _____ |

6. Do you hold site safety meetings for:

- | | | | | |
|----|--------------------|-----------|----------|-----------------|
| a) | Field Supervisors? | Yes _____ | No _____ | Frequency _____ |
| b) | Employees? | Yes _____ | No _____ | Frequency _____ |
| c) | New Hires? | Yes _____ | No _____ | Frequency _____ |
| d) | Subcontractors? | Yes _____ | No _____ | Frequency _____ |

7. Do you conduct job site safety inspections?
Yes No Frequency _____

Who conducts these inspections (Titles)?

Who is responsible for safety on the jobsite (Titles)?

8. What are your accident reporting requirements and investigation procedures? Please describe.

Who conducts accident investigations (Titles)?

Who reviews accident and investigation reports (Titles)?

9. Do you provide personal protective equipment for your employees?

- | | | | |
|----|-----------------------------------|-----------|----------|
| a) | Head Protection | Yes _____ | No _____ |
| b) | Eye Protection | Yes _____ | No _____ |
| c) | Hearing Protection | Yes _____ | No _____ |
| d) | Foot Protection | Yes _____ | No _____ |
| e) | Respiratory Protection | Yes _____ | No _____ |
| f) | Chemical Protective Clothing | Yes _____ | No _____ |
| g) | Fall Protection | Yes _____ | No _____ |
| h) | Ground Fault Circuit Interrupters | Yes _____ | No _____ |

10. Do you provide safety training for your employees on:

- | | | | |
|----|------------------------|-----------|----------|
| a) | Hazard Communication | Yes _____ | No _____ |
| b) | Electrical Safety | Yes _____ | No _____ |
| c) | Lockout/Tagout | Yes _____ | No _____ |
| d) | Respiratory Protection | Yes _____ | No _____ |
| e) | Confined Space Entry | Yes _____ | No _____ |
| f) | Other _____ | Yes _____ | No _____ |

11. Do you provide formal safety orientation training for new hires? Yes No

Signature of Contractor Representative:

Please type/print name:

Name: _____

Title: _____

Date: _____

PLEASE RETURN THIS FORM TO THE DORAN CONSTRUCTION MANAGEMENT OFFICE.

**Cc: Project Manager
Superintendent**

B.

SUBCONTRACTORS SAFETY RESPONSIBILITIES

All subcontractors to Doran Construction must comply with the following activities.

Pre-construction activities include:

1. Giving safety submittal to the Project Superintendent
 - a. Complete Contractor Safety Questionnaire
 - b. Company Safety Program (See next page for Safety Program elements)
 - c. Hazard Specific Work Plan (Identify potential safety hazards in your work scope and explain how the hazards will be eliminated and/or how employees will be protected. i.e. Fall Protection, Trenching and Excavation, Scaffolding, Respiratory, Confined Space, Demolition, Blasting, Compressed Air/Gases and Welding, etc.)
 - d. MSDS Sheets and Program
 - e. Designated Project Safety Coordinator
 - f. Project Person Trained in First Aid/CPR
2. Attending the pre-construction safety meeting with Doran Construction project manager and superintendent.

Subcontractor construction phase activities include:

1. Complying with:
 - a. Applicable local, state, and federal safety standards
 - b. Doran Construction project safety requirements
 - c. Owner's project safety requirements
2. Actively participating in project Zero Injury safety program and attend all required safety meetings.
3. Maintaining a first aid kit on site.
4. Maintaining and replacing safety protection systems damaged or removed by their operations.
5. Submitting accident, injury, and incident reports.
6. Installing contractually required general conditions safety. (i.e., handrail, fence, fall protection systems, floor opening covers, etc.)
7. Conducting weekly employee safety toolbox meetings and copy Doran Construction's Superintendent.
8. Conducting new employee orientation.

C.

SUBCONTRACTOR SAFETY PROGRAM REVIEW

(Please Note: This information is intended for contractors who do not have a written safety and health plan. This information should be covered when writing a plan and address only those hazards that apply to the contractor's work scope.)

The construction employer's safety and health program shall include each of the following elements to the extent that they apply to the work to be performed:

1. A statement of the construction employer's commitment to providing a safe and healthful workplace for all employees;
2. A statement of the construction employer's ultimate responsibility for the implementation of the safety and health program;
3. New hire safety and health orientation training at the time of the initial hire of each new employee;
4. Periodic safety and health training meetings for supervisor(s) employee(s);
5. Specific assignment of responsibilities for jobsite safety and health inspections;
6. At least daily inspections for the detection of hazardous conditions or hazardous work performance;
7. Procedures for recording and reporting of incidents in accordance with the Occupational Safety and Health Act (OSHA) requirements;
8. Procedures for the investigation of job-related accidents and illnesses to determine possible cause;
9. Specific designation of management person responsible for review of injuries and illness reports;
10. An emergency response plan that sets forth the procedures to be followed upon the occurrence of serious injuries, fatalities, structural failures, or other emergencies, including procedures for the administration of first aid and/or other necessary medical treatment;
11. A policy with procedures for disciplinary action for the enforcement of the construction employer's safety and health program;
12. Reference to all applicable federal, state and local safety and health laws and regulations.
13. Where applicable the program shall establish safe and healthful work practices for site specific hazards, i.e.:
 1. Blasting
 2. Compressed air and gases
 3. Fall protection
 4. Respiratory protection
 5. Scaffolding Procedures
 6. Trenching and Excavation
 7. Confined Space Procedures
 8. etc.

FALL PROTECTION **SAMPLE PROGRAM**

**** Note: Residential Wood framing Contractors must comply to the OSHA Fall Protection Guidelines effective June 20,2011.**

A. OBJECTIVE

The objective of this program is to establish the minimum performance standards for fall protection.

B. SCOPE

To establish a program that outlines the procedures for protecting all personnel at projects from falls.

C. DEFINITIONS

1. Specific terms used in the Fall Protection Standard are defined as follows:

- a. Anchorage - A secure point of attachment for lifelines, lanyards or deceleration devices.
- b. Controlled Access Zone (CAZ) - An area where work may take place without the use of guardrail, personal fall arrest or safety net systems and access to the zone is controlled.
- c. Deceleration Device - A rope grab, rip stitch lanyard, etc. that serves to dissipate a substantial amount of energy during a fall arrest or otherwise limits the energy imposed on an employee during fall arrest.
- d. Deceleration Distance - The distance between the location of an employee's harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration.
- e. Free Fall - Falling before a personal fall arrest system begins to apply force to arrest the fall.
- f. Guardrail - Includes handrail at 42", a mid-rail at 21" and a 6" toe-board. Must be able to withstand 200 pounds force along top rail, 150 pounds along mid-rail in any direction.
- g. Hole - A gap or void twelve inches or more in its least dimension in a floor, roof or other walking/working surface.
- h. Unfeasible - When it is impossible to perform the construction work using a conventional fall protection system.
- i. Lanyard - A flexible line for connecting the harness to a deceleration device, lifeline or anchorage. Never more than 6' long.
- j. Leading Edge - The edge of a floor, roof or form work for a floor or other walking/working surface (such as the deck) that changes location as additional floor, roof, decking or form work are placed, formed or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.
- k. Lifeline - A component consisting of a flexible line (either vertical or horizontal) for connection to an anchorage at one or both ends that serves as a means for connecting other components of a personal fall arrest system.
- l. Low-Slope Roof - Less than or equal to four in twelve.

- m. Opening - A gap or void thirty inches or more high and eighteen inches or more wide in a wall or partition through which employees can fall to a lower level.
- n. Overhand Bricklaying and Related Work - The process of laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand brick laying process.
- o. Personal Fall Arrest System (PFAS) - A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors or a harness and may include a lanyard, deceleration device, lifeline or suitable combination of these. The use of a body belt for fall arrest is prohibited.
- p. Positioning Device System - A harness system rigged to allow an employee to be supported on an elevated surface, such as wall and work with both hands free while leaning.
- q. Roof - The exterior surface of the top of the building. This does not include any temporary surface of a building.
- r. Roofing Work - The hoisting, storage, application and removal of roofing materials and equipment, including related insulation, sheet metal and vapor barrier work, but not including the construction of the roof deck.
- s. Safety Monitoring System - A safety system in which a Competent Person is responsible for recognizing and warning employees of fall hazards.
- t. Steep Roof - A roof having a slope of greater than four in twelve.
- u. Unprotected Sides and Edges - Any side or edge (except at entrances to points of access) of a walking/working surface; for example, floor, roof, ramps or runway where there is no wall or guardrail system at least 39 inches high.
- v. Walking/Working Surface - Any surface, whether horizontal or vertical, on which an employee walks or works including, but not limited to floors, roofs, ramps, bridges, runways, form-work and concrete reinforcing steel.
- w. Warning Line System - A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and that designates an area in which roofing work may take place without use of guardrail, body harness or safety net systems to protect employees in the area.

FALL PROTECTION

OSHA has identified potential exposures for fall protection and outlines the requirements for guardrail, safety net and personal fall arrest systems. Employees must be protected from falling six feet from unprotected sides and edges of walking/working surfaces. If the exposure is six feet or more the employee must/shall be protected by the use of a:

1. Guardrail System;
2. Safety Net System; or
3. Personal Fall Arrest System.

Personal Fall Arrest Systems (PFAS) are systems used to arrest an employee in a fall from a working level. It consists of an anchorage, connections, a body harness and a lanyard. The use of a body belt for fall arrest is prohibited.

If you are working at heights where you are exposed to a fall greater than 6 feet, you must use proper personal fall protection. DCC, the Owner and Federal Regulations require a full body harness (not just a belt) which must be tied off to a secure point using double-locking snap-hooks.

In the construction industry, falls from elevations are the leading cause of death. Employers and employees need information about the work they are to perform so that they can make fall protection an integral part of the projects.

NOTE: Yellow "Caution" barrier tape still allows people to pass through the cordoned off work area. Red "Danger" barrier tape restricts the area to only workers. Before the work begins decide which tape is needed.

Personal Fall Arrest Systems:

1. Body belts are not acceptable as part of the Personal Fall Arrest System. However, a body belt in a positioning device system is acceptable, but not recommended.
2. Dee-rings and snap-hooks shall have a minimum tensile strength of 5,000 pounds and shall be proof-tested to minimum tensile strength load of 3,600 pounds without cracking, breaking or taking permanent deformation.
3. Only locking type snap-hooks shall be used.

FALL PROTECTION PLAN

Areas of risk to the worker and the general public:

1. Ramps/Walkways
2. Excavations
3. Rigging/Hoist Areas
4. Floor Openings
5. Leading Edge Work
6. Wall Openings
7. Overhead Protection
8. Man-lifts
9. Cranes
10. Ladders

General Protections:

1. **Ramps/Walkways** - A 42" handrail is required if ramp or walkway is 4' or more above lower level. With a potential fall of 6' or more, the handrail is to be 6' back from edge OR also include a mid-rail at 21".
2. **Excavations** - With a potential fall of 6' or more, the handrail is to be 6' back from edge OR also include a mid-rail at 21".
3. **Rigging/Hoist Areas** - Work area must be cordoned off to allow in only the workers who need to be within the working area. Need to know specifics of strength requirements for the weight in order to use proper size and strength rigging equipment (ropes, connectors). Cordon off all possible danger areas below rigging path to prevent anyone from being under load. When guardrail systems are used at a hoisting area, a chain, gate or removable guardrail section must be in place when hoisting operations are not taking place. The same applies to access points such as ladder-ways, although an offset access-way may be used instead of a gate or chain.
4. **Floor Openings** - A secured board with 200 pound tensile strength and clearly marked as a floor opening. All covers shall be capable of supporting at least twice the weight of employees, equipment or materials that may be imposed on the cover at any one time. To prohibit anyone in work area without proper fall protection, the hole may be protected with a guardrail surrounding the opening. For temporary (not overnight) guard, the area around the hole may be roped off 6' minimum from each side with nylon rope (500 pounds tensile strength). OR...(also temporary) Taped off with "Danger" tape 10' minimum from each side of hole. Area below should be taped off to make people on lower level aware of danger. All covers shall be capable of supporting twice the weight of employees, equipment and materials that may be imposed on the cover at any one time.
5. **Leading Edge Work** - There must be a proper guardrail at the leading edge. And there must be an identifying line 6' back from the edge with a 500 pound tensile strength. OR...There may be a "Danger" tape line identifying 10' from edge.
6. **Wall Openings** - (Any hole in the wall with its least dimension 12" and with a potential fall of 6' or more to a lower level.) To prohibit anyone in work area without proper fall protection, the hole may be protected with a guardrail surrounding the opening. OR...For temporary (not overnight) guard, the area around the hole may be roped off 6' minimum from each side with nylon rope (500 pounds tensile strength). OR....(also temporary) Taped off with "Danger" tape 10' minimum from each side of hole. Area below should be taped off to make people on lower level aware of danger.

7. **Overhead Protection** - Erect toe-boards, screens, canopies or guardrail systems to prevent objects from falling from higher level. Toe-boards, when used as falling object protection, shall be capable of withstanding a force of at least 50 pounds in a downward direction. When canopies are used, they shall be strong enough to prevent collapse and to prevent penetration by any objects that may fall onto the canopy. Guards or netting will keep objects, tools, spills from hitting people below. OR...Cordon off area below to make people on lower level(s) aware of danger. With certain jobs that risk chemical spills or heavy objects, the area below should be cordoned off to prohibit anyone from walking below work.
8. **Man-lifts** - Need safety regulations by lessor. If there are none, body harnesses will be used.
9. **Cranes** - Largest possible danger area must be cordoned off to allow in only the workers who need to be within the danger area and who have the proper personal protective equipment.
10. **Ladders** - Step ladders must be fully extended. Never stand on top two steps or straddle a step ladder. The ladder will become unstable or you may lose your balance and fall. To prevent falling, use a ladder of the correct height. If you are working on a 12-foot ceiling, for example, use a 10-foot ladder. All ladders must have non-conductive side rails. Never use a free-standing ladder as a vertical ladder. The footing is not designed to be stable in a leaning position. Fall protection is NOT needed on a ladder if: under 28' with a three-point (both feet, one hand) connection and not using a power tool; OR...under 6' at foot level. Being on the highest legal step of an 8' step ladder does NOT require fall protection. Anything less than the three-point connection or use of a power tool between 6' and 28' requires a body harness OR... the ladder tied off at top, secured at bottom (proper footing or a person holding ladder) and a positioning hook to a ladder rung.

GUARDRAIL SYSTEM REQUIREMENTS

The new standard requires contractors to install railing with top rails 42 inches ± 3 " above the walking/working surfaces. Mid-rails, screens, mesh, intermediate vertical members or equivalent structural members must also be installed between the top rail and the walking/working surface at 21" (± 3 "). Intermediate members such as balusters must be spaced no more than 19 inches apart. Toe-boards are to be 6" in height minimum.

Guardrail systems must also be capable of withstanding a 200 pound downward or outward force at any point along the top edge. Mid-rails, screens, mesh or equivalent intermediate systems must be able to withstand a downward or outward force of at least 150 pounds.

The railing system must be surfaced so that it does not present a hazard to employees. In addition, top rails and materials must not create a projection hazard from the rail sticking up.

Guardrail system requirements:

1. The top edge height of guardrails made of wood 2x4's, cable that must be a minimum of $\frac{1}{4}$ ", or pipe shall be 42 inches ± 3 " above the walking/working surface.
2. Mid-rails, screens or mesh shall be installed midway (21" high) between the top edge of the guardrail system and the walking/working surface when there is not wall or parapet.
3. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within two inches of the top edge in any outward or downward direction at any point along the top edge.
4. Mid-rails, screens and mesh shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.
5. If wire rope is used for guardrail systems, it shall be flagged at not more than six feet with high visibility material.
6. When guardrail systems are used for hoisting areas, a chain, gate or removable guardrail section must be in place when hoisting operations are not taking place.
7. Manila, plastic or synthetic rope shall not be used for top rails or mid-rails.

POSITIONING DEVICE SYSTEMS

Positioning Device Systems (PDS's) and their use shall comply with the following provisions:

1. PDS's shall be rigged so that an employee cannot free fall more than two feet.
2. Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
3. Connectors shall be drop forge pressed, formed steel or made of equipment material. Connectors shall have a corrosion resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.
4. Connecting assemblies shall have a minimum tensile strength of 5,000 pounds.
5. Snap-hooks shall be sized to be compatible with the members to which they are connected to prevent unintentional disengagement of the snap-hook by the depression of the snap-hook keeper by the connected keeper.
6. Only locking type snap-hooks shall be used.
7. Positioning device systems shall be inspected for wear prior to each use.
8. Body harnesses and components shall be used for employee protection and not for hoisting materials.

SAFETY MONITORING SYSTEMS

Safety monitoring systems shall comply with the following provisions:

1. The employer shall designate a competent person to monitor the safety of other employees, and the employer shall ensure that the safety monitor complies with the following:
 - a. Shall be competent to recognize fall hazards.
 - b. Shall warn the employee when it appears the employee is unaware of a fall hazard or is acting in an unsafe manner.
 - c. Shall be on the same walking/working surface and within visual sighting distance of the employee.
 - d. Shall be close enough to communicate orally with the employee.
2. No employee, other than an employee covered by a fall protection plan, shall be allowed in an area where another employee is being protected by a safety monitoring system.