

Dear Subcontractor:

Congratulations on being awarded this project! Shawmut has a strict safety program to ensure all of your workers are given the safest work environment possible. Please take the time to review our safety policies highlighted in your contract and also review our Environmental, Health and Safety Manual on our website at: http://www.shawmut.com/shawmut_advantage/safety.cfm

To help us create the safest work environment possible, prior to beginning work, we request a copy of the following information to be submitted to the superintendent in a 3-ring binder:

1. **Identify Competent Person and Management Safety Designee** – Provide a letter on your company's letterhead identifying the competent person that will remain on site throughout the duration of the project. This person must have knowledge on the work activities you are performing and be able to identify hazards associated with those activities. This person will also have the authority to immediately stop work to correct hazards or to stop unsafe work activities. The Management Safety Designee is the person in charge of implementing your safety program, conducting safety audits and training staff as needed. (sample letter attached)
2. **Copies of the Safety Data Sheets** for all chemicals to be brought on site
3. **Contact Information for your Site Foreman** (if different than competent person)
4. **Project Hazard Analysis (PHA)**. A PHA must be written and submitted for review prior to mobilizing to this site. All of your workers shall review this plan during the safety orientation process by your site competent person. (form attached)
5. **Job Safety Analysis (JSA)**. JSA's for specific high risk tasks will be required; which include but are not limited to: falls from heights, crane activities, large scaffold erection, roof work, electrical start up and shut downs, panel entry, painting, epoxy, steel erection, miscellaneous metals, hoisting, concrete, masonry, demolition, glazing, make safe, shaft work, site work, and confined space work.
6. **Training Certificates** for all employees who operate equipment such as forklifts, cranes, scissor lifts, boom lifts, lulls or other powered industrial vehicles. Other proof of training for scaffolding, OSHA 10 and 30 hour construction training may also be required depending on the project. Employees will not be allowed to begin work without the proper documentation.
7. **Additional Paperwork, such as:** Heavy equipment inspection logs, crane lift plans (for all crane work), steel erection checklists, stamped designed drawings (scaffolds, shoring, cranes), fire watch, weekly GFCI inspection logs, etc.

*In addition to the paperwork listed above, all site workers are required to attend the Shawmut Design and Construction Safety Orientation (30 minutes) and your site foreman is responsible to attend weekly foremen's safety and scheduling meetings. It is their responsibility to relay all information shared in these meetings with your site crew.

Your foreman shall conduct weekly toolbox talks with their whole crew and submit the sign in sheet to the Shawmut Superintendent by lunchtime every Friday.

Your site foreman should have access to your company Health and Safety Manual, as well as understand Shawmut Design and Construction's Health and Safety Manual, which can be found at http://www.shawmut.com/shawmut_advantage/safety.cfm