

Clancy & Theys Construction Required Documentation from Subcontractors

Disclaimer: This document is intended to serve only as a guideline for C&T employees and related subcontractors and is not meant to be all inclusive or to supersede governmental regulations. The following pertains to any direct subcontractor of C&T as well as any lower tiered subcontractor hired by a direct subcontractor of C&T.

The following items must be turned in to the C&T Project Manager by the direct subcontractor prior to commencing their respective scope of work. Failure to do so will result in not being able to commence work and/or progress payments being withheld until they are received.

- ☐ Site Specific Safety Manual (Hard copy in a 3 ring binder)
 - o Lower tier subcontractors are expected to adopt the direct subcontractor's safety program or submit a copy of their program.
- ☐ Hazard Communication Plan and Safety Data Sheets "SDS" (Hard copy in a 3 ring binder)
 - o SDS books are required to include materials used by both direct and lower tier subcontractors.
- ☐ Certificate of Insurance (COI) with C&T named as additional insured on the insurance policy
- ☐ List of intended lower tier subcontractors with contact information as well as a (COI) from each

The following items must be turned in to the C&T Onsite Superintendent by the direct subcontractor prior to commencing their respective scope of work. Failure to do so will result in not being able to commence work and/or progress payments being withheld until they are received.

- ☐ List of First Aid/CPR Trained Personnel that will be onsite full-time during construction
- ☐ Training verification for OSHA required competent persons as pertaining to the subcontractor's related scope of work for the project. The following is a list of many of the OSHA required Competent Persons that may be utilized during construction projects.

Fall Protection	Lead	Rigging
Scaffolding / Aerial Lifts / Mast Climbing Platforms	Asbestos	Confined Space Entry
Steel Erection	Excavations & Trenching	Concrete Tilt-Up Construction
Ladders	Demolition	Blasting
Stairways	Electrical	Hearing Protection
Welding & Cutting materials with Preservative Coatings	Crane	

- ☐ Training verification for OSHA required certified/qualified persons as pertaining to the subcontractor's related scope of work for the project. The following is a list of many of the OSHA required Certified/Qualified Persons that may be utilized during construction projects.

Forklift Operators	Powder Actuated Tool Operators	Laser Operator
Traffic Control Flagger	Crane Signaller	Rigger
Scaffolding Erector	Roofing Fall Protection Monitor	

Additional Documentation to be Submitted to C&T During Course of Construction

Daily Inspections:

- ☐ Daily Crane Walk-Around Inspections
 - o Inspection by a Competent Person must be performed prior to each shift
 - o Inspection documentation must be available upon request and must be submitted to the C&T Onsite Superintendent monthly.
- ☐ Scaffolding Inspections
 - o All scaffolding must have a tag(s) at all access points indicating that the scaffold has been inspected. The tag will indicate the condition and permitted use of the scaffold. Inspection by a Competent Person must be performed prior to each shift and after any modifications are made.
- ☐ Excavation & Trenching Inspections
 - o Inspection by a Competent Person must be performed prior to each shift
 - o Documentation of inspection is not required unless deemed necessary by the C&T EH&S Department to ensure OSHA compliance.

Received Weekly:

- ☐ Jobsite Inspection for the subcontractor's scope of work
- ☐ Toolbox Talks
- ☐ Rigging Equipment Inspections
- ☐ Ladder Inspections
- ☐ Daily Reports
- ☐ Electrical Distribution Panels
 - Inspection Tags/Stickers must be utilized to document inspections.

Received Monthly:

- ☐ Fire Extinguisher Inspections
 - Inspection Tags/Stickers must be utilized to document NFPA 10 required monthly inspections.
- ☐ Monthly Crane Inspections
 - A copy of the monthly inspection logs will be submitted to the C&T Onsite Superintendent

Received As-Needed:

- ☐ Hot Work Permits (Heat / Flame / Spark)
 - Obtained from and submitted to the C&T Onsite Superintendent prior to hot work tasks
- ☐ Hot Work Permits (Tasks involving working with Live Electricity)
- ☐ Carbon Monoxide Evaluations & Monitoring Reports
 - Obtained from and submitted to the C&T Onsite Superintendent
- ☐ Permit Required Confined Space Entry Permits
 - Submitted to the C&T Onsite Superintendent prior to entering a confined space. Hazard evaluations and air quality testing will be performed by the subcontractor. Subcontractor will supply all necessary equipment and personnel as required by OSHA.
- ☐ Non-Permit Required Confined Space (PRCS) Evaluation Form
 - Obtained from and submitted to the C&T Onsite Superintendent prior to entering a non-PRCS. Hazard evaluations and air quality testing will be performed by the subcontractor.

Pre-Installation Meetings & Accompanying Documentation

Meetings will be coordinated by the C&T Project Manager and/or Onsite Superintendent and must be scheduled at least 2 weeks prior to commencement of work. Representatives (PM & Foreman) of the subcontractor(s) and lower tiered subcontractors, C&T Onsite Superintendent, and C&T EH&S Department Representative are required to attend these meetings unless other arrangements have been established.

Pre-Install meetings must be held for the following trades however, additional pre-install meetings may be necessary as required by the project specifications:

- ☐ Clearing, Grading, & Roadwork/Sidewalks
- ☐ Demolition
 - Engineered Pre-Demolition Survey Report
- ☐ Hoisting Operations utilizing a crane having the capacity of more than 2000 pounds, regardless of; the weight of the load; the crane type or configuration; how many lifts are to be made; how long the crane will be on the project; or the trade using the crane. This also includes assist cranes used for crane assembly.
 - Site Specific Hoisting Plan
- ☐ Structural Steel
 - Site Specific Hoisting Plan
- ☐ Cast-In-Place Concrete, Tilt-Up & Precast
 - Site Specific Hoisting Plan
 - Engineered Wall Bracing Plan
- ☐ Masonry (Does not apply to veneer)
 - Engineered Wall Bracing & Limited Access Zone Plan
- ☐ Wood Framing
 - Site Specific Fall Protection Plan
- ☐ Siding, Exterior Finish Systems, & Exterior Painting (1 meeting for all trades)
- ☐ Roofing
- ☐ Interior Finish Trades (1 meeting for all trades)
- ☐ Plumbing, Electrical, Mechanical, & Fire Suppression (1 meeting for all trades)