



MONTEITH

SUB-CONTRACTOR INFORMATION QUESTIONNAIRE/REQUIREMENTS

DATE:

1. Required Paperwork and Information:

- Signed Contracts
- Certificate of Insurance – REQUIRED THROUGH FINAL PAYMENT
- Foreman’s Contact Info: Phone number and email
- Daily sign-in sheet – REQUIRED FOR ALL WORKERS
- Requests for information
- All changes recorded for as-built drawings
- Cover any confined spaces (if applicable)

2. Jobsite:

3. Your Company Name:

4. Company Address:

5. Company Office Phone #:

Site Phone #:

6. Your Name & Title:

Email:

7. Specialty Trade:

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RELATIONSHIPS.**

WILMINGTON 208 PRINCESS ST. WILMINGTON, NC 28401
CHARLESTON 460 KING ST. SUITE 200 CHARLESTON, SC 29403
MYRTLE BEACH 1200 48TH AVE. N. SUITE 102 MYRTLE BEACH, SC 29577
RALEIGH 801 W MORGAN ST. SUITE 100 RALEIGH, NC 27603
NC GC LICENSE NO. 43319 SC GC LICENSE NO. G99696 VA GC LICENSE NO. 2705168546



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8. Number of Employees on Site:

Number of Employees in Company:

9. Where is your First Aid kit located on site?

Who is your trained responder on site?

10. Where is the fire extinguisher on site?

Have employees had fire extinguisher training? Y N

11. Are you doing steel erection work? Y N

- Are you using a crane or boom truck? Y N
- Does your company employ the crane operators? Y N
- Are the crane operators certified or qualified? Y N
- Are the riggers qualified? Y N
- Are the signal persons qualified? Y N

12. Have you had any lost time accidents? Y N

13. Is there an employee trained in First Aid on site? Y N

- If no, the distance to the nearest hospital or immediate care facility? _____ minutes.

14. Subcontractors are required to post an emergency phone number (with the site address).

15. Subcontractors are required to have a written comprehensive safety program.

- **Subcontractors are required to enforce heat stress guidelines and policies.**

16. Subcontractors will be required to initiate schedule and document safety meetings.

17. All accidents must be investigated.

18. Safety training must be provided for all employees.

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19. Is there an OSHA poster on site? Y N
20. Do you provide the current OSHA 300 form? Y N

21. Subcontractors are required to post the OSHA 300A log from Feb 01 to April 30.

22. Is the power on the job temporary? If so, is it GFCI protected? _____

23. Are materials that fall under the written hazard communication program on site? Y N

24. Subcontractors are required to have a written Hazard Communication Program on site.

25. Do you have a written list of all Hazardous Substances on site? Y N

- Subcontractors are required to provide a list of hazardous materials and a copy of their Hazard Communication Program.

26. Subcontractors are required to have all containers of hazardous substances labeled.

27. Where are your Safety Data Sheets on site?

28. Are your employees trained on the Hazard Communication Program and the hazardous materials used before their first day on site? Y N

29. Will your employees be exposed to be the hazards of falling? Explain:

30. Are your employees trained in Fall Protection? Y N

31. Has your Fall Protection training been documented? Y N

32. Have your Employees been trained on the safe use of ladders? Y N

33. Will your employees use scaffolding? Y N

Name of competent person on site:

34. Have your employees exposed to scaffolding been properly trained in working on a scaffold? Y N



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| 35. If your employees use aerial lifts, have they been properly trained on the type of lift they are using? | Y | N |
| 36. Will you have employees that operate a forklift? | Y | N |
| 37. Have employees operating a forklift been given proper and documented forklift training? | Y | N |
| 38. Will you be doing any trenching or excavations on site? | Y | N |

Name of competent person on site:

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