

## **POLICY**

Hawk Energy, LLC has adopted this policy for subcontractor management from industry standards and best practices.

## **RESPONSIBILITIES**

David Slim is the assigned Company supervisor responsible for ensuring the following procedures, practices and rules are implemented and enforced.

## **PROCEDURES**

### **Prequalification**

David Slim will ensure that all prospective subcontractors have an acceptable safety program and pre-qualify through the review of their lagging safety metrics for past safety performances, safety statistics, ensure that the subcontractors' policies and procedures adhere to regulatory and contractual requirements and that the subcontractor's employees are properly trained in the appropriate safety topics.

Proposed subcontractors will complete and submit a contractors prequalification form from which a subcontractor/supplier quality rating report will be completed. The contractor's prequalification form will be complete, and all requested attachments provided.

### **Selection**

Before awarding the work, David Slim will utilize and evaluate the following lagging indicators of the potential subcontractor as criterion for selection:

- Prior working relationships
- Experienced modification rate (EMR)
- Total recordable injury rate (TRIR)
- Days away, restricted, or transferred rate (DART)
- Audits of current work in progress
- Availability of contractors in the area

Hawk Energy, LLC will communicate the minimum performance metrics, which may include an EMR less than or equal to one (1.0) or a TRIR less than 1.5, that will be met prior to awarding work to potential subcontractors.

Hawk Energy, LLC will obtain a copy of the potential subcontractor's Occupational Safety and Health Administration (OSHA) 300 logs and compare them to others in their industry. Subcontractors that outperform their industry counterparts in safety statistics will be utilized whenever it is practicable.

### **Pre-Job**

The selected subcontractor will provide a training matrix with individual employee names and the areas of completed training for employees. The subcontractor will also identify competent individuals and the areas of their competency. The subcontractor will be included in pre-job meetings or kick-off meetings and safety orientations.

## **On-Site**

The subcontractor will notify Hawk Energy, LLC site safety a minimum of 24 hours before the arrival of new employees on-site so that arrangements can be made to provide the required orientations. Employees will meet all the requirements of the site safety plan, including the training and orientation.

The subcontractor will be required to meet all hazard analysis requirements and request the safe work permits as required by this plan. The subcontractor will be included in the audits and inspections on-site and are expected to immediately correct any “at risk” behaviors or hazards identified that are within the subcontractor’s scope of work and ability to correct. Employees of subcontractors have the right to refuse any work they deem to be hazardous.

Subcontractors will be included and will attend the following:

- Pre-job and/or tailgate meetings
- Job safety analysis (JSA) development
- Hazard and risk assessments
- Any applicable job site audits and/or safety inspections

The subcontractor will be required to adjust their “safe work practices” in order to prevent excessive near hits and/or near misses. If the subcontractor is unable to perform their scope of work without “at risk” behavior or creating hazardous working conditions on the site, the subcontractor’s working element will be required to leave the site until an abatement plan can be prepared and agreed upon.

## **Injury/Illness Reporting and Recordkeeping**

Subcontractors will report all incidents and accidents to David Slim in a prompt and timely manner. Subcontractors involved in an incident or accident are required to perform an incident investigation, identify the root cause and casual factors, develop corrective actions and determine the most effective method to implement them.

Hawk Energy, LLC will ensure that all subcontractors follow the Hawk Energy, LLC policy on injury and illness recordkeeping. The only exemption to this requirement is if the subcontractor already has an injury and illness recordkeeping policy in place that is more stringent than the one used by Hawk Energy, LLC.

## **Post-Contract**

Upon completion of the work, Hawk Energy, LLC will conduct a post-job performance review for all subcontractors to determine the safety performance of the subcontractor and provide reference for future job consideration. The review will include various factors such as housekeeping, costs, and the quality and safety of the work.

## **Management of Change**

Hawk Energy, LLC will conduct a hazard assessment when a change occurs in the construction plan or external influences impact the manner in which the work will be conducted. This includes, but is not limited to:

- Changes in policy or objectives
- Operating licenses and permits, legal and regulatory requirements
- Changes in procedures, practices and rules
- Changes to controlled documentation
- Work processes or methods
- Changes other than exact replacement in kind to equipment, processes, hardware, or software
- Changes to operating boundaries, e.g., operating envelopes
- Temporary changes that specify the period of time a change will be in effect

All employees affected by any temporary or permanent operational changes will be informed and trained in before the start of any new work.

The management of change process covers all activities including the initial request, implementation, review, and closure of a change. Any proposed changes will be managed by David Slim and forwarded, in writing, to the owner's management for approval or disapproval.

The following items will be included in the management of change proposal:

- Technical basis for the change
- Impact of the change on the health and safety of employees
- Impact of change on the supplied tools and equipment
- Necessary modifications to existing or new operating procedures
- Methodology used to analyze the impact of the change

When revisions are necessary, affected employees will be consulted regarding the development and implementation of the newly revised procedures.

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<p>Open Letter to All Subcontractors</p> <p>Date: _____</p> <p>Greetings Prospective Subcontractor:</p> <p>As part of Hawk Energy, LLC's continuing commitment to safety, we are assessing our potential subcontractors' compliance with all applicable safety requirements. Enclosed are the materials you will need to complete this process, including a questionnaire that will assist us in assessing your safety programs. We are asking all subcontractors "Invited to Bid" to complete the attached questionnaire. The matrix included in this package is designed to assist you in determining which programs are applicable to your operations.</p> <p>Please contact _____ with any questions or concerns. Forward the completed forms to the address below and attach a copy of your safety manual by: _____</p> <p>Regards,</p> <p>_____</p> <p>Construction Manager</p>		
Company		
Attn:		
Address:		
City:	State:	ZIP:
Email:		
Phone:	Fax:	

**Subcontractor Safety and Health Questionnaire**

Company Contact		Title	Date	
Company Name				
Address				
City		State	ZIP	
# of Employees	Phone		Fax	
Form Completed by				
Signature				
Please describe the services that your company provides:				
1.) Has your company received any inspections from a regulatory agency in the last three (3) years?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, provide details:			
2.) Has your company received any citations from a regulatory agency in the last three (3) years?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.) Does your company have regularly scheduled, documented employee safety meetings?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, how often are they held and what is covered at the safety meetings?			
4.) Does your company perform equipment checks on all equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, are records maintained?			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.) Does your company perform job hazard analysis (JHA)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.) Does your company provide and require the use of any of the listed personal protective equipment (PPE) below?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hard Hats	Safety Shoes/Boots	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hand Protection	Hearing Protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Eye Protection	Fall Protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Face Protection	Respiratory Protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.) What other regulatory PPE is required or supplied if any?				
8.) Indicate the circumstances in which your employees may be subject to an alcohol/drug screening:				
<input type="checkbox"/> Never		<input type="checkbox"/> Reasonable Cause		<input type="checkbox"/> Periodic
<input type="checkbox"/> Post-Accident		<input type="checkbox"/> Follow Up		<input type="checkbox"/> Return to Duty
				<input type="checkbox"/> Random
				<input type="checkbox"/> Other:
	Do you have a document for Substance Abuse Prevention program available for review?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9.) Does your Company have a policy requiring written accident/incident reports?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.) Does your Company document, investigate, and discuss "Near Miss Incidents"?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

11.) Please respond to all items below with YES, NO or N/A (not applicable). Do not leave any unanswered.				
OSHA Programs/Training	Program Written and Documented?	Training Conducted By (In-House or Outsourced)	Frequency of Employee Training	Documented Individual Employee Training?
OSHA Programs				
Confined Spaces				
Electrical Safety (qualified)				
Electrical Safety (non-qualified)				
Excavation and Shoring				
Fire Protection and Prevention				
Fall Protection				
First Aid/CPR				
HAZCOM				
Heat Stress Prevention				
Lifting/Mobile Equipment				
Lockout/Tagout (LOTO)				
Noise/Hearing Conservation				
PPE				
Respiratory				
Scaffolds/Ladders				
Trenching/Shoring				
Welding, Cutting and Hot Work				

12.) Please provide any additional information on other industry-specific programs or training, including written procedures, which your Company provides to employees:		
13.) Does your company have a safety and health program with clearly written safety policies that are endorsed and enforced by upper management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.) Does your Company perform documented safety audits/reviews?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15.) Who in your Company is responsible for coordinating your health, safety, and environmental program?		
16.) If your Company has more than ten (10) employees, please attach with this questionnaire your Company's OSHA 300 log for the last three (3) years.		
17.) Does your Company use subcontractors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	If yes, explain:	
<input type="checkbox"/>	Are your subcontractor's written safety programs and procedures available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.) Are all documents and records pertaining to this questionnaire available for audit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	If no, please explain:	
19.) Please attach your current/completed Health and Safety program along with other written safety programs for review. A disk or CD-ROM is acceptable.		
Comments:		

**Safety Contract**

Following are safety requirements as stated in your subcontract agreement: Subcontractor agrees to comply with prevailing safety regulations, whether OSHA, contractor policies, owner policies, or otherwise imposed while working on the project. Subcontractor also agrees to be bound by any rule or regulation needed during the course of the project. Subcontractor further agrees:

- To provide a safe work area to all his employees by providing, and requiring the use of, the required personal protective equipment (PPE) such as: Hard hats, safety glasses, respirators, dust masks, face shields, etc.
- Subcontractor’s employees will wear long or short sleeve shirts, long pants, and sturdy work shoes, boots, or when required, steel-toed boots.
- To provide this contractor with proper documentation on employee training for specific tools and equipment such as powder actuated tools, air guns (nail guns), forklifts, scaffolding, scissors lifts, boom lifts and any safety plan applicable to their scope of work.
- Be responsible for implementing and administering their safety program and will provide a copy of said program to this contractor including a job hazard analysis (JHA) (inspections) and documentation on weekly job site safety meetings with its employees.
- To implement daily hazard recognition for its employees by using a pre-task planner form for their daily scope of work.
- To provide its employees with safe tools and equipment and to safely perform their work under this agreement with high regard for the safety of its employees and others.
- To provide a designated person for a weekly contractor safety coordination meeting.

Subcontractor will:

- Immediately report to this contractor in writing and remedy any accidents/illness, near misses, or unsafe conditions brought to its attention or discovered by subcontractor employees, involving its work and/or posing a danger to individuals or property.
- Not permit its employees at the project to use publicly audible radios or to wear headsets except as are used for job site communications.
- Before bringing on site a substance or material for which a safety data sheet (SDS) is required by federal, state and local regulations, subcontractor will provide said SDS to contractor.

This contractor is a drug-free company and provides such a workplace for its employees.

Subcontractor will provide this contractor, prior to beginning scope of work, with current documentation of subcontractor’s drug testing policy or program (i.e., pre-hire and random testing). The subcontractor will conduct random drug testing for all of their employees throughout the course of the project. All subcontractors’ employees will attend a project safety orientation on the first day of work on the job site.

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Subcontractor Name	Signature	Title	Date
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