



Subcontractor Safety Program Packet

SUBCONTRACTOR CHECKLIST

REQUIRED PRIOR TO ARRIVAL AT THE JOBSITE (failure will delay payments until received):

- Certificate of Insurance for Tippmann Construction, LLC, 9009 Coldwater Road, Fort Wayne, IN 46825.**
 - **Commercial General Liability (Including Products/Completed Operations/Occurrence Based):**
 - **Each occurrence: \$1,000,000**
 - **General Aggregate: \$2,000,000**
 - **Products – Comp/Op Aggregate - \$2,000,000**
 - **General Aggregate Limit Applies Per: Project**
 - **Include Waiver of Subrogation & Additional Insured on a primary and non-contributory basis. Forms CG 2010 and CG 2037 or their equivalent are required.**
 - **Owned, Hired and Non-Owned Auto (Occurrence Based and Following Form):**
 - **Each Occurrence: \$1,000,000 CSL**
 - **Include Waiver of Subrogation & Additional Insured on a primary and non-contributory basis**
 - **Umbrella Liability (Occurrence Based):**
 - **\$5,000,000**
 - **Include Waiver of Subrogation & Additional Insured on a primary and non-contributory basis**
 - **Worker’s Compensation and Employers Liability:**
 - **As required by the state law applicable in the state in which the project is located**
 - **\$500,000 each accident / \$500,000 disease each employee / \$500,000 policy limit each disease**
 - **Include Waiver of Subrogation**
 - **Professional Liability: \$5,000,000 (Required if Designing or Providing Consulting or Professional Services)**
 - **Include Waiver of Subrogation**
 - **Subcontractor Pollution Liability: \$5,000,000 (Required if Excavating, Handling Hazardous Materials or Performing Demolition)**
 - **Include Waiver of Subrogation & Additional Insured on a primary and non-contributory basis**

Note: Certificate required naming Tippmann Construction, LLC and Koch Foods of Mississippi LLC as additional insured and include Waiver of Subrogation for Tippmann Construction, LLC and Koch Foods of Mississippi LLC. Coverage is to be Primary and Non-Contributory. A 30 day Notice of Cancellation is required. All coverage is to be provided by an insurance provider with an A.M. Best Rating of A-VII or better.



Subcontractor Safety Program Packet

DOCUMENTS REQUIRED FOR PURCHASE ORDER ISSUANCE:

- Signed Unaltered Subcontract Agreement
- (1) Insurance Certificates
- Signed Safety and Accident Prevention Letter (Exhibit A) verifying your compliance with the appropriate standards and regulations.
- Signed Drug & Alcohol Consent Form (Exhibit B) confirming your consent to comply with Tippmann Construction's Drug & Alcohol Policy.
- Signed Ammonia Safety Letter (Exhibit C) confirming your awareness of the presence of Ammonia at many of Tippmann Construction's jobsites.
- Signed Process Safety Management Program (Exhibit D) confirming your consent to following Owner PSM if applicable.
- Signed Violence in the Workplace Acknowledgement (Exhibit E) confirming your commitment to comply with Tippmann Construction's policy.
- Completed W-9
- Qualification Form
- OSHA 300 Logs

Retain this safety program packet for your records but return the signed Exhibits A, B, C, D and E, Insurance Certificates, W-9, OSHA 300 logs and Contractor Qualification Form to Tippmann Construction. If you hire Subcontractors, you must also have them sign off to compliance.



Subcontractor Safety Program Packet

Pre-Site Subcontractor Safety Check List

As part of our Subcontractor Safety Program and compliance on your part, there are requirements you must abide by in order to be on one of our jobsites. All OSHA requirements must be met. All insurance and copies of safety compliance forms must be at our corporate office before coming on-site. If for any reason your company is issued a violation from OSHA and/or the Owner, your company will be responsible for making up any lost time at no cost. In addition, if Tippmann Construction receives the same violation under multi-employer on account of your company under multi-employer sites, Tippmann reserves the right to subtract it from your company's Purchase Order Amount. Our company will not tolerate anything less than the following:

- The **competent person/s** for your company is: _____
- Have all employees who will be working on site, watch the Tippmann Safety Orientation and turn in completed quiz to the Tippmann Project Manager onsite. The quiz and link to video can be found on page 14 of this Safety Packet.**
- Provide a copy of your SDS inventory to the Safety Consultant/Tippmann Representative upon arrival to site.**
- It is the responsibility of your supervisor/superintendent to control safety / hazards of their employees. This person must perform safety inspections and furnish copies weekly to the Safety Consultant. They must also notify the Project Manager of immediate concerns / issues.
- A copy of your **Company Safety Program and SDS Sheets** (in a 3-ring binder with your company name on it and with the competent persons name listed on the front page) must be in your truck at all times while on site
- Your employees understand that **HARD HATS and HIGH VISIBILITY VESTS** are **required** on our jobsites at all times.
- Copies of all trade and OSHA required **certifications** (operators, welding, etc.) for your employees are in your company's safety program binder that you bring to the site.
- Your employees understand that Tippmann enforces a 6-ft. tie off program. If you are above 6 ft. (ladder, scissor lift, decking, etc.) you MUST be tied off.**
- Your employees **respect and obey** the safety consultant we have hired to help with our Safety Program. The competent representative from your company **must attend all** Safety Meetings while your company is on the jobsite.
- Your company **responds to any violations** they are issued by the Safety Consultant or Project Manager (in writing within one week). If violations require you to be shutdown, you will be responsible to make up scheduled work and will also be responsible for any cost incurred during that time. Checks will be held at our corporate office until violations are responded to in writing.
- Your company will **need to bring copies of their daily inspections and toolbox meetings to Tippmann's weekly safety meeting to give to the Safety Consultant.**

If you have any questions, please contact us at 260-490-3000. Your cooperation in this matter is greatly appreciated.

Sincerely,

Tippmann Construction Safety Manager



Subcontractor Safety Program Packet

Contents

- 1) Subcontractors' Responsibilities
- 2) Subcontractors Project Safety Coordinator Responsibilities
- 3) Tippmann Construction, LLC.'s Responsibilities
- 4) General Safety Requirements
- 5) Tippmann Construction, LLC.'s Drug & Alcohol Program
- 6) Technical Safety Requirements
 - a) Hazard Communication
 - b) Fire Protection
 - c) Personal Protective Equipment
 - d) Lock Out / Tag Out Procedures
 - e) Housekeeping
 - f) Motorized Equipment and Motor Vehicles
 - g) Cranes
 - h) Fall Protection
 - i) Excavations
 - j) Scaffolds
 - k) Electrical
 - l) Helicopter Lifts
- 7) Tippmann Construction, LLC.'s Permit Programs
 - a) Confined Spaces
 - b) Burning, Welding, and Other Hot Work
 - c) Subcontractor Smoking Area
- 8) Confined Spaces Permit – See Project Manager
- 9) Hot Work Permit – See Project Manager
- 10) Safety Orientation Quiz
- 11) Job Site Daily Inspection Report
- 12) Safety Exhibits A thru D
- 13) Subcontractor Accident Investigation Report
- 14) Application for Payment Requirements
- 15) Blank W9
- 16) Contractor Qualification Form



Subcontractor Safety Program Packet

1. Subcontractor Responsibilities

- a) The Subcontractor shall:
 - i.) Ensure that all project work performed is conducted in accordance with the following:
 - (a) Existing OSHA regulations, provisions of 29 CFR 1910 and 29 CFR 1926, and state and local safety, health and environmental laws and regulations;
 - (b) Applicable ANSI, NEC, NEPA, and industry consensus standards;
 - (c) Applicable safety and health requirements of the facility in which the work is being performed;
 - (d) Established Good Manufacturing Practices in force at the facility.
 - ii.) Establish a safety program applicable to the scope of the work to be performed and in compliance with OSHA and other statutory requirements.
 - iii.) Appoint a Project Safety Coordinator acceptable to Tippmann Construction, LLC. One who is capable, based on training and/or experience, to perform the duties set forth in this program. The Subcontractor's management shall supervise the Project Safety Coordinator in carrying out the duties and responsibilities of his/her position.
 - iv.) Immediately correct all unsafe work conditions or procedures reported by the Project Safety Coordinator, Tippmann Construction, LLC., Tippmann Construction, LLC.'s representative, or Subcontractor's employees.
 - v.) Ensure that ALL employees watch the preconstruction Safety Orientation Video and complete related quiz prior to the start of work and that supervisor(s)/competent person(s) attend the weekly safety meetings. It is also the Subcontractor's responsibility to have any subcontractor for whom they are liable for attend the preconstruction Safety Orientation Meeting prior to the start of work.
 - vi.) Implement a comprehensive safety-training program, which includes at least:
 - (a) A thorough safety orientation for all new employees (and for all employees at the start of each new project) which addresses:
 - (1) The general safety requirements contained in this program
 - (2) Applicable facility safety rules and regulations
 - (3) The Subcontractors safety and hazard communication programs
 - (4) Safe practice instruction applicable to the type of work performed
 - (5) Site emergency response procedures
 - (b) An ongoing safety training program, consisting of at least weekly toolbox safety meetings, to instruct employees on safety rules and procedures for current work operations.



Subcontractor Safety Program Packet

- (c) Proper documentation of all safety orientations, meetings, and training.
- vii.) Provide first aid equipment and trained personnel on all projects. Provide telephone service for emergency use in project areas if such service is not available.
- viii.) Immediately notify Tippmann Construction, LLC. of all project accidents and/or injuries.
- ix.) Comply with federal and state posting requirements. Post emergency telephone numbers and other appropriate safety notices.
- x.) Maintain and/or file its own records and reports as required by OSHA, Workers' Compensation Boards, or other appropriate agencies.
- xi.) Report OSHA or other outside safety/health inspections and/or citations to Tippmann Construction, LLC. immediately and furnish copies of all pertinent documents.
- xii.) Submit Safety Data Sheets (SDS's) for every hazardous chemical brought onsite and maintain on site copies of SDS's for employee reference.
- xiii.) Acknowledge that the designated Tippmann Construction, LLC. Safety Manager:
 - (a) Shall have final determination authority as to whether an action, process, or procedure is deemed safe or unsafe.
 - (b) Reserve the right to order a cessation of work if an act is determined unsafe.

2. Subcontractor Project Safety Coordinator Responsibilities

- a) The Subcontractor's Project Safety Coordinator shall:
 - i.) Continuously inspect work areas to detect and correct unsafe work conditions or procedures.
 - ii.) Make available to Tippmann Construction, LLC., upon request, a Jobsite Weekly Inspection Report.
 - iii.) Investigate and report all accidents, injuries, or fires that occur within the scope of contractual responsibilities. If the incident involves the Owner's personnel or property, Tippmann Construction, LLC retains the right to supersede the Subcontractor in the investigation and to retain any physical evidence involved. A copy of the Subcontractor Accident Investigation Report and any other reports generated by the Subcontractor are to be provided to Tippmann Construction, LLC within 24 hours after the incident.
 - iv.) Actively participate in the Subcontractor's ongoing safety training program.
 - v.) Be responsible for the control and availability of necessary safety equipment including, but not limited to, personal protective equipment (PPE).
 - vi.) Ensure that SDS's are available on the job site for all hazardous materials used by the Subcontractor.



Subcontractor Safety Program Packet

- vii.) Each Subcontractor will be responsible for any cost incurred by violations, accidents, and citations, etc.

3. Tippmann Construction, LLC's Responsibilities

- a) Make available to the Subcontractor a list of hazardous chemicals that the Subcontractor may be exposed to at the construction site. These are chemicals that are not brought into the facility by the Subcontractor.
- b) Allow the Subcontractor to review and copy Safety Data Sheets (SDS's) for the above identified chemicals.

4. General Safety Requirements

- a) The following violations may be grounds for immediate discharge of Subcontractor and/or Subcontractor's employees:
 - i.) Smoking or other use of tobacco except in specifically designated areas.
 - ii.) Possession, consumption, under the influence of, or transmission onto Tippmann Construction, LLC.'s job site of alcoholic beverages, narcotics or other controlled substances.
 - iii.) Disregard of safety and health rules and regulations.
 - iv.) Fighting, horseplay, or gambling on the job.
 - v.) Theft or dishonesty.
 - vi.) Willful destruction of property.
 - vii.) Possession of firearms on the job.
 - viii.) Unauthorized use of firefighting equipment except in emergency situations.
 - ix.) Unauthorized use of Tippmann Construction, LLC.'s vehicles, tools, and equipment.
- b) Electrical circuits or equipment shall not be used without authorization.
- c) Unrestricted access to stairways, fire exits, or firefighting equipment shall be maintained.
- d) Waste materials must be disposed of in accordance with facility regulations.
- e) Warning and directional signs, tags, and aisle markings must be obeyed.
- f) Removal of safety guards or devices may not be undertaken without authorization.
- g) Personal protective equipment appropriate to the specific job must be worn.



Subcontractor Safety Program Packet

5. Drug and Alcohol Program

- a) We recognize that drug and alcohol abuse negatively affect the construction sites, facilities, and our co-workers. Our policy and number one goal (with the help of the Subcontractors) is to maintain a workplace that is safe and desirable for all contractors. The use of alcohol and/or controlled substances poses serious risks for the safety of all contractors and visitors to our facilities and construction sites. Because we are committed to providing a safe workplace, we prohibit the following:
 - i) The unlawful manufacture, transfer, possession, sale, or use of alcohol or illegal drugs in the facilities or construction sites.
 - ii) Absolutely no alcohol consumption is permitted during the workday, including during rest periods and meals.
 - iii) Improper use of legal or physician prescribed drugs at the facilities or on the construction sites.
 - iv) Reporting to work under the influence of alcohol or drugs or with these substances in the body in any detectable amount.
- b) If your employees are required to take drugs or narcotics during working hours by doctor's prescription, they should report this to their superintendent. A determination will be made as to whether the effects of the medication pose a possible safety risk to work for which you have been assigned.
- c) Tippmann Construction will take whatever measures are necessary, including the search of subcontractor's property, facilities, or equipment to determine whether alcohol or illegal drugs are located on or are being used on site. These measures will be taken when we believe that they are justified and necessary.
- d) Subcontractors, including sub-subcontractors for whom they are liable, who violate any aspect of this policy, may be subject to disciplinary action up to and including contract termination.
 - i) The 1st follow-up test will serve as a return-to-duty test and occur before the employee resumes work activity and following a leave associated with a policy violation.
 - ii) Tippmann Construction's employees will notify the proper authorities of any suspected sale, possession, or use of illegal substances by an employee.
- e) Screening
 - i) Because the use of such substances may affect the health, job performance, safety of the user, other employees, and risk damage to company property and products, Subcontractor's employees may be sent for physical examination, including drug screens, in the following situations:
 - 1) Anyone involved in an on-the-job injury/accident may be required to submit to an alcohol or drug screening test immediately following the accident (before returning to work) to determine if drug or alcohol use contributed to the accident.
 - 2) Where there is observable evidence or reasonable suspicion that an employee may be under the influence of drugs or alcohol, they may be required to submit to a test at the request of their supervisor.
 - ii) If drug usage or alcohol is detected, a Subcontractor's employee will be subjected to corrective action, up to and including being permanently removed from the site and all future Tippmann Construction projects for violation of Tippmann Construction's Drug and Alcohol Policy.



Subcontractor Safety Program Packet

6. Technical Safety Requirements

The Subcontractor shall adhere to all federal, state, and local safety and health regulations; including OSHA, EPA, ANSI, NEC, NFPA and industry consensus standards. The topics below address the standards and Tippmann Construction, LLC. requirements that at times exceed the minimum standards.

a) Hazard Communication

- i.) The Subcontractor shall comply with the OSHA Hazard Communication standard and all applicable state and local hazard communication requirements.
- ii.) Subcontractor shall advise Tippmann Construction, LLC. of and submit SDS's for all potentially hazardous chemicals and extremely hazardous substances which the Subcontractor plans to bring on site. The terms "hazardous chemicals" and "extremely hazardous substances" shall be as they are currently defined by OSHA and/or EPA.

b) Fire Protection

- i.) Unrestricted access to fire exits and firefighting equipment must be maintained.
- ii.) A Hot Work Permit must be obtained from Tippmann Construction before any welding, cutting, or other spark-generating operations are performed. A fire watch is required when hot work is performed unless work is performed in a designated "Green Zone".
- iii.) Green Zones may be established by Tippmann Construction project managers and will be marked on the site map.
- iv.) Use of internal combustion equipment is prohibited without authorization.
- v.) Subcontractor must store flammable fuels and materials in an approved enclosure outside and a minimum of 25 feet from buildings. No more than one day's supply may be handled inside a building and must be in approved safety cans no larger than five gallons. No more than 25 gallons of flammable liquids can be brought inside facilities without using an approved storage cabinet.
- vi.) Use of flammable liquids inside facilities requires immediate availability of at least two fire extinguishers rated at least 20 B: C.
- vii.) For roofing work, no more than a one-day supply of flammables may be placed on the roof during working hours. All flammables should then be removed from the roof at the end of each day. At least two fire extinguishers rated at least 20 B: C must be provided where flammables are present.
- viii.) Use of Tippmann Construction, LLC's fire protection equipment is prohibited except for emergency use. Any accidental damage to or use of Tippmann's fire protection equipment must be reported immediately to Tippmann Construction, LLC's Safety Director.

c) Personal Protective Equipment

- i.) Hard Hat and High Visibility Vest are **required at all times** on Tippmann Construction Jobsites.



Subcontractor Safety Program Packet

ii.) The Subcontractor shall provide and require the use of personal protective equipment appropriate to the work being done and in accordance with OSHA requirements.

iii.) If operations require the use of respiratory protective equipment, the Subcontractor shall develop and implement a respiratory protection program in accordance with OSHA 29 CFR 1910.134.

d) Lock Out/ Tag-Out Procedures

i.) Subcontractor's Supervisor shall ensure that a zero-energy state and a zero-chemical hazard state exist before any work is undertaken.

ii.) Subcontractor shall log all lockout and tags applied in the Tippmann Construction Lockout / Subcontractor Tag-out Log Book.

e) Housekeeping

i.) The Subcontractor shall clean up trash and debris created by their work on a daily basis. All combustible scrap materials shall be properly disposed of by the Subcontractor.

ii.) Housekeeping shall be performed on a daily basis and shall be broom clean. Tippmann Construction, LLC. reserves the right to charge the Subcontractor for clean up services if, after giving the Subcontractor 24 hours' notice, the area is still not cleaned to satisfaction.

iii.) All exits and access ways shall be kept unobstructed.

iv.) The Subcontractor shall maintain site storage, parking, and temporary facilities in a neat and orderly manner.

v.) The Subcontractor is responsible for obtaining all permits required by state and local governments for disposal of all generated waste. A copy of each permit is to be given to Tippmann Construction, LLC's Safety Director.

vi.) No hazardous waste of any type shall be disposed of on site.

f) Motorized Equipment and Motor Vehicles

i.) Motorized equipment or vehicles must only be operated by authorized and qualified personnel.

ii.) Subcontractor shall inspect motorized equipment daily before use. Defective equipment shall be immediately repaired or removed from service.

iii.) No internal combustion vehicle or machinery is to be operated inside the facility without approval from Tippmann Construction, LLC's on-site Manager.

iv.) All motorized equipment must be shut off when unoccupied.

v.) Pedestrians always have the right of way on facility grounds.



Subcontractor Safety Program Packet

g) Cranes

- i.) All cranes and boom trucks on site must have a current annual inspection performed by a qualified individual. A copy of this inspection shall be made available to Tippmann Construction, LLC's Safety Director upon request.
- ii.) Cranes and boom trucks must only be operated by authorized, qualified operators.
- iii.) Cranes and boom trucks must be equipped and operated in accordance with OSHA, ANSI, and manufacturer requirements.

h) Fall Protection

- i.) Floor and roof openings shall be planked over or a standard guardrail system erected around them. Planks must be securely fastened and of strength at least equivalent to the existing floor, otherwise openings must be barricaded. Plant edges shall be chamfered to prevent tripping hazards.
- ii.) Personnel working outside protective guardrails, on sloping roofs, roof edges, any suspended platform, and generally any elevated work above 6 foot from the ground or floor shall be protected from falls by a full body harness with a lanyard secured to an adequate attachment able to withstand a 5,000 pound dead load. The lanyard shall be securely attached to the employee 100% of the time and shall allow a maximum fall distance of six feet. Other forms of fall protection must be approved by the Tippmann Safety Director prior to use.
- iii.) Subcontractor shall comply with all fall protection requirements within 29 CFR 1926.500

i) Excavations

- i.) Subcontractor shall coordinate with Tippmann's Safety Director to determine the location of existing underground utilities. Subcontractor shall contact other designated personnel, such as utility locating services, to determine the location of underground installations.
- ii.) All excavation work shall comply with OSHA standards. Subcontractor is required to supervise all excavation work and conduct soil classifications to determine the proper protective systems required to protect employees from cave-ins.
- iii.) Unattended excavations shall be properly barricaded five feet back from the edge of the excavation to prevent persons and equipment from falling into the excavation.

j) Scaffolds

- i.) Scaffolding must be in accordance with OSHA requirements and suitable for the working loads to which it will be subjected.
- ii.) Safe access shall be provided to the scaffold platform.
- iii.) Scaffold planking must be of scaffold grade, free of knots and cracks, and shall completely cover the work platform.



Subcontractor Safety Program Packet

- iv.) Scaffolds shall be equipped with standard guardrails, midrails, and toeboards. If overhead clearance makes guardrails infeasible, fall protection shall be provided as required in the FALL PROTECTION section.

- k) Electrical
 - i.) All electrical work, installation, and wiring capacities shall be in accordance with the pertinent provisions of the National Electric Code, ANSI, and OSHA.
 - ii.) Subcontractor shall use ground fault circuit interrupters (GFCI) on all electrical circuits.
 - iii.) Subcontractor's program shall establish a monthly electrical inspection program.

- l) Helicopter Lifts
 - i.) Subcontractor must hold a pre-lift meeting with Tippmann Construction's Safety Director and all other personnel involved.
 - ii.) Subcontractor must ensure that building areas under any part of the lift operation are evacuated. Lifts should be scheduled during periods of minimum occupancy.
 - iii.) Subcontractor shall clear affected areas of loose debris.
 - iv.) Subcontractor must comply with OSHA guideline requirements.
 - v.) Subcontractor must supply to Tippmann's Safety Director the approval of insurance requirements and coverage.

7) Tippmann Construction's Permit Programs

Permits are required for the following operations:

- i.) Confined Spaces
 - ii.) Burning, Welding, and Other Hot Work
 - iii.) Subcontractor Smoking Area
- a) Confined Spaces
- i.) Subcontractor shall develop and implement their own confined space entry procedures. This procedure shall be submitted to the Tippmann Construction's Safety Director for review and approval.
 - ii.) On each day of entry into a confined space, the Subcontractor must instruct those employees entering the confined space as to the nature of the hazards involved, necessary precautions to be taken, and the use of protective and emergency equipment.



Subcontractor Safety Program Packet

- iii.) Subcontractor is required to provide all necessary entry and rescue equipment.
- iv.) Subcontractor shall test the atmosphere within the space to determine oxygen level and concentration of flammable vapors, gases, or toxic contaminants. Subcontractor shall furnish testing equipment and a person trained in its use. Test equipment shall be available for inspection by the Tippmann Construction Safety Director.
- v.) When welding, cutting, or heating in confined spaces, ventilation shall be provided by the Subcontractor. Means of egress may not be blocked by ventilation equipment unless an attendant maintains constant communication.

b) Burning, Welding, and Other Hot Work

- i.) Subcontractor is required to obtain a Hot Work Permit from Tippmann Construction, LLC.'s Project Manager for any welding and/or burning.
- ii.) In areas containing flammable liquid or dusts, or in explosion-proof electrical areas, a Hot Work Permit is required for any spark producing operation.
- iii.) Subcontractor must provide appropriate fire extinguishers and/or other fire protection equipment at all Hot Work locations.
- iv.) The Subcontractor provides a trained fire watch for each Hot Work operation. The fire watch will continue until all glowing embers are extinguished and for a minimum of 30 minutes after completion of work. If Hot Work has taken place on facility roof, fire watch must be maintained for 2 hours.
- v.) Two fire watches are required for overhead work (one at work level and one below, each with a fire extinguisher) if sparks or slag cannot be contained from falling below the overhead work area.
- vi.) Subcontractor must drain and flush any flammable liquid and gas lines in the immediate work area.
- vii.) Air monitoring is required around or near any areas, which may pose a potential fire or explosion hazard from flammable or combustible gases or dusts.
- viii.) Hot Work area is to be inspected by the Subcontractor 30 minutes after completion of the fire watch.

c) Subcontractor Smoking Area

- i.) Smoking is prohibited on any Tippmann jobsite except in Designed Smoking Areas. Designated Smoking Areas will be labeled as such and are chosen by Tippmann.
- ii.) Subcontractor shall provide a cigarette butt receptacle for the Smoking area.
- iii.) Subcontractor shall accept full responsibility for the housekeeping of the Smoking Area.



Subcontractor Safety Program Packet

Safety Orientation Quiz

Name:	Company:	Date:
-------	----------	-------

INSTRUCTIONS – The questions below follow along with the presentation you will watch. Record the answer to each question *as the information is covered*. A member of our project management team will review and grade the quiz when it is turned in on first day of work. Please select this link to watch the Safety Video:

<https://youtu.be/CNkBmuriAYY>

- 1) How often does Tippmann Construction conduct safety meeting/toolbox talks with subcontracted foremen?

- 2) Can Tippmann Group issue Safety Citations to their subcontractors for safety violations?

- 3) Copies of which three (3) items should be available onsite?

- 4) Who is responsible for providing drinking water? Tippmann Group or subcontractors?

- 5) How soon does an incident need to be reported to a Tippmann Group Project Manager?

- 6) At what height is fall protection required on this project?

- 7) What document has to be obtained before welding cutting or burning?

- 8) Where must everyone gather if the facility must be evacuated?

- 9) What is the leading cause of death in construction?

- 10) Where can you find more information about OSHA’s “Focus Four”?



Subcontractor Safety Program Packet

iv.) **DAILY CHECKLIST**

SUBCONTRACTOR: _____

JOBSITE: _____

	DATE & DAY OF WEEK				
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
1. GENERAL SAFETY & HEALTH – injury records, first aid, safety training provided, coordination with Tippmann Construction					
2. ENVIRONMENTAL CONTROLS – sanitation, illumination, ventilation, heat, confined space permit					
3. PERSONAL PROTECTIVE EQUIPMENT – eye, face, respiratory, hearing, fall protection					
4. FIRE PROTECTION & PREVENTION – extinguishers, flammable liquids, gas cylinders, hot work permit					
5. SIGNS, SIGNALS, BARRICADES - lights, tags, flagmen, warning signs					
6. MATERIAL HANDLING & STORAGE - daily cleanup, secure piles, hoists inspected					
7. HAND & POWER TOOLS – safe condition, wiring/grounding, personal protective equipment					
8. WELDING & CUTTING – shielding, fire protection, ventilation, personal protection, hot work permit					
9. ELECTRICAL – GFCI or Assured Grounding program, temporary wiring, equipment & controls, lines marked					
10. LADDERS – secured, safety feet, safe condition, proper angle, clear landings					
11. SCAFFOLDS – fully planked platforms, scaffold-grade planks, adequate bracing, base plates, guardrail					
12. FLOOR & WALL OPENINGS - holes covered & marked with adequate strength material or guardrail in place					
13. CRANES & HOISTS – annual inspection, posted load limits, trained operators, power line clearance, cables & gates					



Subcontractor Safety Program Packet

14. VEHICLES & EQUIPMENT – back-up alarms, daily inspections, guarding, seat belts, brakes					
15. EXCAVATIONS – utilities check, access ladders, soil classification, wall protective system, barricading					
16. UNSAFE PRACTICES – failure to use protective equipment or follow safety rules, removal of guards, horseplay					
17. OTHER - _____ _____					

☐ = In Compliance N/A = Not Applicable X = Correction Needed

SUBCONTRACTOR MGR or SAFETY MGR: _____

DATE _____

TIPPMANN PROJECT MANAGER: _____

DATE _____

This Inspection Report Form is intended to provide documentation of Subcontractor inspections and is not inclusive of all construction hazards. Subcontractor is responsible to provide supervision capable of recognizing existing and predictable hazards on the jobsite.



Subcontractor Safety Program Packet

Exhibit A

Safety and Accident Prevention

This Safety Program has been established to coordinate all available means of eliminating or controlling hazards and risks associated with construction, renovation, or maintenance of Subcontractor's activities. It establishes minimum safety performance criteria for Tippmann Construction and all of their Subcontractors. These specific regulations must be reviewed by the Subcontractors and communicated to their employees prior to the start of work at a facility / project.

Tippmann Construction, LLC. supplies this document for informational purposes and as a guide to provide a basis for compliance with the appropriate standards and regulations, and will not accept responsibility or the responsibility of the Subcontractor or any part of the implementation of the program or for unforeseen mishaps or injuries associated with the implementation of the document.

Tippmann Construction **REQUIRES** that all Subcontractors:

1. Wear **Hard Hat and High Visibility Vest at ALL TIMES** while on the Jobsite.
2. Smoke only in **DESIGNATED SMOKING AREAS** while on the Jobsite.
3. Wear **Fall Protection at ALL TIMES When Above 6 Feet** – On Ladders, In Scissor Lift – All Conditions Above 6 Feet.
4. **DO NOT COME TO THE JOBSITE WITHOUT HARNESES, LANYARDS, ETC. – AND ALL OTHER APPROPRIATE PPE.**
5. Adhere to Tippmann Construction's Drug & Alcohol Policy.

The signature below confirms that the Safety and Accident Prevention material has been read and understood by the Subcontractor. Subcontractor further understands and agrees that any requirements set forth in this exhibit are also applicable to anyone for whom Subcontractor is liable.

DATE:

AUTHORIZED REPRESENTATIVE:

COMPANY NAME:

Please return original signed document to:

Tippmann Construction
Attn: Accounts Payable
9009 Coldwater Road
Fort Wayne, IN 46825



Subcontractor Safety Program Packet

Exhibit B

**DRUG AND ALCOHOL PROGRAM
CONSENT FORM**

Compliance with the Tippmann Construction Drug & Alcohol Policy is a condition of the contract. All Subcontractors will be required to submit a signed agreement that allows appropriate members of management to discuss the results from this test. Because the consent form is a part of the Tippmann policy, its completion is also a condition of the contract. Subcontractors who refuse to sign the consent form will not be considered for this or future contractile agreements.

The signature below confirms that the Drug and Alcohol material has been read and understood by the Subcontractor. Subcontractor further understands, any requirements set forth in this exhibit are also applicable to anyone for whom subcontractor is liable.

DATE:

AUTHORIZED REPRESENTATIVE:

COMPANY NAME:

Please return original signed document to:

Tippmann Construction
Attn: Accounts Payable
9009 Coldwater Road
Fort Wayne, IN 46825



Subcontractor Safety Program Packet

Exhibit C

AMMONIA SAFETY

Due to the hazardous characteristic of ammonia and that ammonia is on the EPA list of extremely hazardous chemicals, the management of Tippmann Construction, LLC. feels that it is important to better inform all employees of the presence and potential hazards of ammonia in its cold storage facilities.

Ammonia is used as a refrigerant at most of Tippmann Constructions' jobsites where it is present in the piping and refrigeration equipment throughout the facilities. It is a highly corrosive chemical, which is the main reason it is considered an extremely hazardous chemical. Its strong pungent odor will quickly make you aware of its presence.

Ammonia is not a carcinogen, which means it does not cause cancer. It is a non-accumulative poison, which means it does not build up in your body like a PCB or lead.

Tippmann Construction has engineered its facilities with the safety of its employees in mind. Therefore, in your weekly Safety Meeting, you will be made aware of what to do in case of an ammonia release.

As a Subcontractor, it is important that your company and crew are very cautious and aware of the piping throughout the facility during construction. Please inform your employees of the presence of ammonia and the piping that is part of the refrigeration system. A copy of the Anhydrous Ammonia Safety Data Sheet is available in the Tippmann Job Trailer and by request.

If you have any further questions or concerns, ask the Project Manager, Safety Consultant and/or Tippmann's Director of Safety. We need you to go over this information with your crew and sign-off as acknowledgement.

The signature below confirms that Ammonia Safety material has been read and understood by the Subcontractor. The Subcontractor also understands that this material must be shared with their employees and by signing agrees to do so. Subcontractor further understands and agrees that any requirements set forth in this exhibit are also applicable to anyone for whom Subcontractor is liable.

Date:

Authorized Representative:

Company Name:

Please return original signed document to:

Tippmann Construction
Attn: Accounts Payable
9009 Coldwater Road
Fort Wayne, IN 46825

Subcontractor Safety Program Packet

PROCESS SAFETY MANAGEMENT

The Process Safety Management (PSM) program provides information and procedures to prevent or minimize an accidental release of ammonia. This program attempts to anticipate future problems by identifying, evaluating, and preventing failures of the process that could result in a release of ammonia.

PSM can be seen as a fourteen-step program:

1. **Employee Participation:** This program involves the operator maintenance employees in establishing the PSM program. Operator maintenance employees will be involved in the process hazard analysis when conducted. The program also ensures that all employees have complete access to the PSM program.
2. **Process Safety Information:** Collection of written information, which enables the operator maintenance employees to identify and understand the potential hazards in the system. The written information includes the ammonia data and a description of the design of the ammonia refrigeration system.
3. **Process Hazard Analysis:** A formal study, which is designed to look at the process and identify potential hazards.
4. **Operating Procedures:** Written, detailed procedures, which describe the steps that must be followed to safely operate the ammonia refrigeration system.
5. **Training:** A program, which ensures that the operator maintenance employees are trained on all aspects of the system and on the duties which they must perform to ensure the safe operation of the ammonia refrigeration system.
6. **Subcontractors:** All Subcontractors are screened and evaluated before they perform work on or near the ammonia refrigeration system. The Subcontractor will also be evaluated periodically to ensure that they perform their work by following safe work practices.
7. **Pre-Startup Safety Review:** A pre-startup safety review is completed for all new ammonia projects to verify that all safety programs are in place, training has been performed, and construction has been completed according to design standards before the project is put into use.
8. **Mechanical Integrity:** This program ensures that the ammonia refrigeration system is built and maintained using preventive maintenance procedures to minimize unexpected breakdowns or failures.
9. **Hot Work Permit:** Procedures to ensure that a signed permit is obtained prior to any cutting, welding, or burning.
10. **Management of Change:** Procedures to ensure that all changes made to the ammonia refrigeration system is properly reviewed.
11. **Incident Investigation:** Procedures to ensure that any incidents are investigated, reviewed, and documented using an investigation team.
12. **Emergency Planning and Response:** Procedures describing how to respond to ammonia spills and other emergencies, including evacuation procedures.
13. **Compliance Audits:** Procedures to conduct regular audits of the PSM program to ensure that the program is in place and working properly.
14. **Trade Secrets:** Procedures for securing any trade secrets related to this ammonia refrigeration system.



Subcontractor Safety Program Packet

Exhibit D

Process Safety Management Program

The PSM program was developed by Occupational Safety and Health Administration (OSHA) to provide information and procedures to prevent or minimize an accidental release of ammonia. OSHA is in charge of reviewing the compliance with this program. The main purpose of this program is to protect you as an employee, visitor, or Subcontractor while you are at a Tippmann Construction jobsite and it is very important for you to understand and comprehend all of its elements since you will be the main beneficiary. In having this program, it is important to note all of our **RESTRICTED AREAS**- machine room, roof, electrical room. You must have clearance for these areas and take special precautions if operating any sort of equipment in or around these areas.

This program only applies IF the owner/operator of the refrigeration system, once ammonia has been introduced, has a PSM program. The Subcontractor agrees by signing below to abide by all the rules and regulations that this program entails. Subcontractor further understands and agrees that any requirements set forth in this exhibit are also applicable to anyone for whom Subcontractor is liable.

PRINT NAME

SIGNATURE

DATE

COMPANY NAME

WORK TO BE DONE

Please return original signed document to:
Tippmann Construction
Attn: Accounts Payable
9009 Coldwater Road
Fort Wayne, IN 46825



Subcontractor Safety Program Packet

Exhibit E

Violence in the Workplace Acknowledgement

I, the undersigned, have received a copy of Tippmann Construction’s Violence in the Workplace policy (Page 24-26 of Tippmann Safety Packet). By signing this acknowledgement, I certify that I have read and understood the policy and as a representative of my company have provided this policy to other members of my company under my supervision. Our company will adhere to Tippmann Construction’s Violence in the Workplace policy and understand that violations of this policy can result in disciplinary actions up to and including loss of contract. By signing this form I acknowledge that this is a Zero Tolerance policy and any violation of this policy will result in dismissal from the job and any physical altercations will result in prosecution.

Prohibited Conduct

The list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person.
- Intentionally damaging Tippmann Construction property or property of another employee or subcontractor.
- Possessing a weapon while on Tippmann Construction property or Tippmann Construction controlled job sites.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

The signature below confirms that the Violence in the Workplace policy has been read and understood by the Subcontractor. Subcontractor further understands, any requirements set forth in this acknowledgement are also applicable to anyone for whom subcontractor is liable.

Date:

Authorized Representative:

Company Name:

Please return original signed document to:

Tippmann Construction
Attn: Accounts Payable
9009 Coldwater Road
Fort Wayne, IN 46825



Subcontractor Safety Program Packet

Violence in the Workplace

1. Policy

- a. It is the policy of Tippmann Construction and the responsibility of its managers and all of its employees to maintain a workplace free from threats and acts of violence.
- b. Tippmann Construction will work to provide a safe workplace for their employees, subcontractors, and visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

2. Description

- a. Tippmann Construction does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

3. Prohibited Conduct

- a. The list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:
 - i. Causing physical injury to another person.
 - ii. Making threatening remarks.
 - iii. Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
 - iv. Intentionally damaging employer property or property of another employee.
 - v. Possessing a weapon while on Company property or while on Company business.
 - vi. Committing acts motivated by, or related to, sexual harassment or domestic violence.

4. Reporting Procedures

- a. Any potentially dangerous situations must be reported immediately to Senior Management. Subcontractors should report any incidents to their supervisor who should notify the Tippmann Construction Project Management team.
- b. Reports of workplace violence may be made anonymously and investigated accordingly.
- c. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.
- d. All parties involved in a situation will be counseled and the results of investigations will be discussed with them.
- e. Tippmann Construction will take appropriate action at any indication of a potentially hostile or violent situation.

5. Risk Reduction Measures

- a. While Tippmann Construction does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Senior Management if any employee, claimant, customer, or vendor exhibits behavior which could lead to a potentially dangerous situation.
- b. Such behavior includes, but is not limited to, the following:
 - i. Discussing dangerous weapons and/or bringing such weapons into the workplace.



Subcontractor Safety Program Packet

- ii. Displaying overt signs of extreme stress, resentment, hostility, or anger.
- iii. Making threatening remarks.
- iv. Exhibiting sudden or significant deterioration of performance.
- v. Displaying irrational or inappropriate behavior.
- c. All workplace violence incidents will be documented and recorded.

6. Dangerous/Emergency Situations

- a. Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual.
- b. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

7. Enforcement

- a. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated.
- b. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Subcontractors in violation of this policy will be subject to disciplinary action as well, up to and including loss of contract.
- c. Anyone engaged in violent acts that result in physical injury on the employer's premises will be reported to the proper authorities and fully prosecuted.

8. Commitments and Responsibilities

- a. Successful implementation of this policy requires the commitment and cooperation of all Tippmann Construction personnel.
- b. Management Involvement and Commitment
 - i. Demonstrate organizational concern for employees' and customers' emotional and physical health and safety.
 - ii. Oversee Violence in the Workplace Program to ensure that all managers, supervisors, and employees understand their obligations.
 - iii. Provide a comprehensive program of medical care and psychological counseling and debriefing for employees experiencing or witnessing assaults and other violent incidents.
 - iv. Encourage employees to report violent incidents promptly.
 - v. Create policy of zero tolerance for workplace violence, including verbal and nonverbal threats and related actions.
 - vi. Ensure that employees who report or experience workplace violence will not experience retaliation of any kind.
 - vii. Encourage employees to promptly report incidents and suggest ways to reduce or eliminate risks.
 - viii. Conduct and/or provide training and education to employees regarding potential workplace violence incidents.
- c. Employee Involvement and Commitment:



Subcontractor Safety Program Packet

- i. Understand and comply with the Violence in the Workplace Program and any other safety and/or security measures in place by Tippmann Construction.
 - ii. Participate in an employee suggestion procedure covering safety and security concerns.
 - iii. Promptly report violent incidents or potential for violence to Senior Management.
- d. Subcontractor Involvement and Commitment:
 - i. Understand and comply with the Violence in the Workplace Program and any other safety and/or security measures in place by Tippmann Construction.
 - ii. Promptly report violent incidents or potential for violence to Tippmann Construction Project Management team.
 - iii. Supervisors should participate in investigation with Tippmann Construction and agree to any results of the investigation and proposed disciplinary measures.



Subcontractor Safety Program Packet

ACCIDENT INVESTIGATIONS AND REPORT PROCEDURES

Introduction

One of the most important elements of an effective safety and health program is accident investigation. Every accident has a cause and one involving only a slight injury may reveal just as much about the inadequate safety measures as one that results in a fatality. Conducting a thorough and immediate investigation to determine what happened means that future steps and/or procedures could prevent a recurrence. Therefore, it is necessary to develop procedures that go into effect whenever a job-related injury or accident occurs.

Purpose

The purpose of an accident investigation is to learn the causes so that similar accidents may be prevented by: mechanical improvements, better supervision or employee training and education, publicizing the particular hazard among employees and their supervisors in an effort to increase their awareness, and determining facts bearing on legal liability. Every investigation must attempt to answer the questions: how the injury/accident occurred; exactly what happened and where; under what circumstances or conditions, and what should be done to eliminate, minimize or control the hazards that contributed to the accident. Always keep in mind that our purpose is not to find fault or place blame: we are interested in prevention of future accidents or injuries.

Types of Accident Investigations

There are three (3) distinct types of accidents, which require immediate attention: personal injury, property damage, and motor vehicle. To expedite and simplify the accident investigation process, the company has developed forms to assist in the collection of facts and information. A copy of the incident/injury investigation report is available upon request from any Tippmann personnel.

Notify Tippmann Project Manager of ALL Accidents Immediately!!!



Subcontractor Safety Program Packet

REQUIRED FOR PAYMENT OF INVOICES:

- The **Purchase Order Number** must be on all invoices! Tippmann Construction's Project Manager must approve all additions or deductions to the Purchase Order with a written Change Order before additional cost or work occurs. All invoicing must address sales tax. Please break out on a separate line or state that it's included.
- All Subcontractor invoices must include an Application and Certificate for Payment and a Continuation Sheet (AIA Documents G702 and G703) and Subcontractor Sworn Statement. Instructions and samples of these forms are enclosed. **Please list each Purchase Order as a separate line item on the G703. Items billed without a purchase order will not be paid.**

REQUIRED FOR FINAL PAYMENT:

- **A Partial or Final Waiver of Lien and Sworn Statement must accompany every invoice/payment.** Your payment will be delayed if a waiver and sworn statement are not sent with the billing. Starting with application #2 unconditional waivers from your subcontractors and material supplies should be attached to the sworn statement verifying amounts paid. The Final Application for payment must include a Final Waiver. (Contact Tippmann Construction if not included.)
- Tippmann Construction will not release final payment until the Owner's Manuals (O&M) and/or As-builts have been received.

MAIL THE ABOVE REQUIRED ITEMS TO TIPPMANN CONSTRUCTION'S CORPORATE OFFICE (9009 COLDWATER ROAD, FORT WAYNE, IN 46825), ATTENTION: ACCOUNTS PAYABLE.
DO NOT MAIL ANY PAPERWORK TO THE JOBSITE.



Subcontractor Safety Program Packet

APPLICATION AND CERTIFICATION FOR PAYMENT (AIA) PAGE 1 (G702) INSTRUCTIONS

1. Section 1 contains job information that aids Tippmann Construction in properly allocating each job's expenses. Of primary importance are the Subcontractor's Name, the Project Name, Purchase Order and the Application (or bill) number.
2. Section 2 gives an overview of the entire contract a vendor has with Tippmann Construction for a particular job or jobsite. As further clarification of each line item, we offer the following:
 - a. The original contract sum is the amount of the original Purchase Order from Tippmann Construction to the vendor. This does NOT include changes, whether increases or decreases, to this Purchase Order.
 - b. The Net change by Change Orders line includes all changes to the original Purchase Order, whether they are increases, decreases or additional Purchase Orders. (Change Orders will be noted with letters A, B, C and so on, added to the original Purchase Order number.)
 - c. Line 3, Contract Sum, is merely a total of lines 1 and 2.
 - d. The Total Completed and Stored to Date is the dollar amount of costs that you, the vendor, have incurred towards completion of the project.
 - e. As Tippmann Construction does hold 10% Retainage, lines 5. a. and 5. b. should be filled in.
 - f. Previous Certificates for Payment amount is the total of all prior bills/applications for payment. (For the first bill this line will be zero.)
 - g. Current payment due is the current amount being billed.
 - h. The Balance to Finish is the difference between the Total Contract Sum to Date (Line 3) and Total Earned Less Retainage (Line 6).
3. Section 3 is a summary of all Change Orders, and increases, decreases and added Purchase Orders. These Change Orders are listed in detail on page 2 of the AIA form.

APPLICATION AND CERTIFICATION FOR PAYMENT (AIA) PAGE 2 (G703) INSTRUCTIONS

1. Section 1 contains job information that aids Tippmann Construction in properly allocating each job's expenses. This information should match the front page. Of primary importance is the Purchase Order Number.
2. Payment may be held if no Purchase Order Number is referenced.
3. The table on page 2 (G703) is fairly self-explanatory given the titles in each column. List each purchase order as a separate line item.
4. Do not use Column F ("Materially Presently Stored").

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): **ABC COMPANY**
WHATEVER ADDRESS
ANYWHERE USA

PROJECT:

APPLICATION NO:

DISTRIBUTION TO:

FROM (CONTRACTOR): **TIPPMANN CONSTRUCTION, INC.**
9009 COLDWATER ROAD
FORT WAYNE, IN 46825

ARCHITECT:

PERIOD TO:

____ OWNER
 ____ ARCHITECT
 ____ CONTRACTOR

PURCHASE ORDER #
 CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the contract. Continuation Sheet is attached.

CHANGE ORDER SUMMARY		
Change orders approved in previous months by owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number		
Date approved		
TOTALS		0.00

Net Change by Change Orders

The undersigned Contractor certifies that to the best of the contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: _____

County of: _____
 Subscribed and Sworn to before me this _____ day of _____, 20____
 Notary Public: _____

My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

AMOUNT CERTIFIED

\$ _____

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

In accordance with the Contracts Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE ____ OF ____ PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, APPLICATION NUMBER:
 containing Contractor's signed Certification is attached. APPLICATION DATE:
 In tabulations below, amounts are stated to the nearest dollar. PERIOD TO:
 Use Column I on Contracts where variable retainage for line items may apply. ARCHITECT'S PROJECT NO:

A PURCHASE ORDER NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)						



9009 Coldwater Road
Fort Wayne, IN 46825
(260) 490-3000 Office • (260) 490-8909 Fax

UNCONDITIONAL PARTIAL RELEASE LIEN WAIVER

STATE OF _____, ss:

WHEREAS, The undersigned has been heretofore employed by **Tippmann Construction LLC** to furnish certain material and/or labor for the building commonly known as _____ and located in the city of _____ state of _____.

NOW THEREFORE, KNOWN YE, that the undersigned, for and in good and valuable consideration of \$ _____, hereby and now waives and releases unto the said owner of said premises, any and all lien, right of lien or claim of whatsoever kind of character on the above described building and real estate and/or improvements thereon, on account of any and all labor, material or both, furnished for or incorporated into said building to this date by the undersigned, and I further certify that the consideration moving to the undersigned for executing this UNCONDITIONAL PARTIAL RELEASE LIEN WAIVER has been mutually given and accepted as payment to or on the account of the said **Tippmann Construction LLC** for said building and real estate.

Signed, sealed and delivered this _____ Day of _____, 20__.

SIGNED: _____

COMPANY: _____

Personally appeared before me this _____ day of _____, 20__, who being duly sworn on oath says: The individual that signed above is an Authorized Agent for _____ and hereby acknowledges the execution of the foregoing instrument for and on behalf of said company.

Notary Public

My Commission Expires

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CONTRACTOR QUALIFICATION FORM

(Please mail to Tippmann Construction)

Business Name:

Physical Address:

Mailing Address:

Phone #:

Fax #:

Email:

Owner:

Primary Contact:

Secondary Contact:

A. Experience Modification Rating (EMR):

(This is an annual safety rating of how a specific contractor compares to other contractors in the same type of contracting in the state where the Contractor is working. Contractor should have this rating since it is provided by his insurance company).

Show your EMR's as applicable for this current year and for the last two (2) years, as follows:

EMR for	This Year	Last Year	Year Before
----------------	------------------	------------------	--------------------

Home State:

Wisconsin:

Other States (List)

B. Accident Experience

Summarize the data shown on your OSHA Form 300 for all construction related (not shop) injuries for year-to-date and for last year. All jobs.

	This Year	Last Year
--	------------------	------------------

Recordable (Medical)

Restricted Duty

Lost Time

of Days Lost

List construction related injury incidence rates for year-to-date and for last year:

Rate = Number of injuries x 200,000 divided by Total Man-hours Worked

Severity = Number of lost days x 200,000 divided by Total Man-hours Worked

Note: The number of recordable injuries includes the number of light duty plus lost time injuries.

	This Year	Last Year
Rate		
Recordable		
Lost Time		
Severity		

Have you experienced any construction fatalities within the past three (3) years?

Yes

No

*If yes, attach a full discussion of cause and results.

Have you received an OSHA (or State OSHA) citation within the last three (3) years?

Yes

No

*If yes, attach a full report on event and results.

C. Safety Program

Do you have a written:	Yes	No
Safety Program per 29CFR1926.21(b)	<input type="checkbox"/>	<input type="checkbox"/>
HAZCOM Program per 29CFR1910.1200(a)	<input type="checkbox"/>	<input type="checkbox"/>
HAZWOPER Program per 29CFR1910.120	<input type="checkbox"/>	<input type="checkbox"/>
And/or		
Emergency Plan per 29CFR1910.38	<input type="checkbox"/>	<input type="checkbox"/>