Safety is one of Samet Corporation’s core values. It is incumbent on each of us to do all we can to ensure that all associates, trade partners and visitors go home safely to their families every day. While our actions are an important and integral part of this process, we also have a duty to properly document our work daily. This is a key factor in ensuring that we keep our commitment to ensuring associates, trade partners and visitors do not compromise safety performance by undertaking work they are not qualified or trained for, and that they have the proper equipment to perform the task. To that end, the following safety documentation requirements are being established as the minimum requirements for every project. Based on other project specific or risk based activities, these requirements may be increased to meet or further ensure a safe jobsite.

The following is required:

* **Daily Jobsite Checklist (DJC)/Daily Field Report (DFR) – Each subcontractor must execute the DJC (as attached) and a DFR (may be on their form). Turn in preceding day’s report to Samet by 9AM, next business day. A Samet associate must review these forms for accuracy and content at least weekly. This form includes other informational items that may require additional documentation that must also be submitted per the specific task and form requirements.**
* **2-Minute Drill -** While there is no documentation required with this process, it is required that each subcontractor be trained on the proper use of this drill. Samet associates are expected to check-in with all subcontract workers on a regular basis to ensure that this drill is being effectively implemented.
* **Subcontractor Training/Inspection/Certification Document -** As a continuum of implementation, this document must be discussed during the preconstruction (pricing) phase, contract execution and preconstruction (pre-install) meetings with all subcontractors and must be executed by a principal of the subcontractor, even if as a contract exhibit, prior to any workers being allowed onsite. This letter includes all tiered-subs that work for the subcontractor.
* **Top Ten Inspection -**This Prolog checklist is required to be documented daily for the jobsite in its entirety.
	+ Use it once per day to focus on high hazard activities – take no longer than 30 minutes,
	+ No activity in a building or area - no need to inspect there,
	+ Multi-building complex, no need to inspect each building every day,
	+ Not required for each subcontractor, this is a single overall site inspection.
	+ This inspection does not have to be focus and can be a compilation of your observations throughout the day.
* **Daily Field Report (DFR) -**Each jobsite is required to complete a Samet DFR located in Prolog.
* **Site Specific Safety Plan (SSSP) –** Every subcontractor must provide a SSSP for every project. It must be reviewed by a Samet associate prior to the pre-construction meeting.
* **Housekeeping Commitment Agreement –** As a continuum of implementation, this document must be discussed during the preconstruction (pricing) phase, contract execution and preconstruction (pre-install) meetings with all subcontractors and must be executed by a principal of the subcontractor, even if as a contract exhibit, prior to any workers being allowed onsite. This letter includes all tiered-subs that work for the subcontractor.
* **Toolbox Talks –** This is required of each subcontractor on weekly basis. They should turn in their actual signed Toolbox Talk document.
* **Third Party Cross Arm Strap Agreement (for MF projects) –** This form is required once for each worker who attaches to a Samet provided cross-arm strap on each project.
* **Subcontractor Site Safety Orientation Checklist/Attendance –** This document must be filled out and signed by each person who goes through Samet’s jobsite orientation program.
* **Most Valuable Asset (MVA) Program –** this program is designed to reward positive safety behavior on each project. The project team has the flexibility to implement how he/she best sees it benefiting their project. In no situation should it be done less frequently than monthly.
* **Site Specific Safety Committee –** this is designed to involve Samet & subs to walk project for all team members to better recognize jobsite hazards across all disciplines.
* **Jobsite Peer Review –** this is a Samet program that involves quarterly jobsite assessments by PX’s.

Each project team is required to store these documents in a secure location, either electronically or in a file folder/binder.