|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subcontractor Company’s Name: | |  | | | | |
| Contractor Competent Person: |  | | Sign |  | Date: |  |

Subcontractor’s Competent Person must check off items and sign their name on the bottom of the form and turn in to Superintendent.

**Safe Work Policies & Practices**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Completed** |
| 1. | Review and give copy of Samet SSSP |  |
| 2. | Review requirements and times for jobsite orientation |  |
| 3. | Review PPE policy and any additional in SSSP |  |
| 4. | Review jobsite Emergency Action plan and contacts. |  |
| 5. | Review Housekeeping agreement |  |
| 6. | Review Disciplinary policy |  |
| 7. | Review Subcontractor Training/Inspection/Inspection/Certification |  |

**Permits and Inspections**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Completed** |
| 1. | Has sub SSSP been submitted and reviewed (including SDS’s & Hazcom Plan)? |  |
| 2. | Distribute, train & review Samet PTP & 2 Minute drill |  |
| 3. | Review jobsite permit requirements, i.e. Hot work, LOTO, Excavation, Confined space |  |
| 4. | Review weekly toolbox talk requirement |  |
| 5. | Review jobsite safety inspection form |  |
| 6. | Site utility contractor must submit mechanized inspection forms weekly |  |
| 7. | Verify all underground utilities are located, either via NC811 or private locate |  |

**Competent, Qualified & Certified**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Completed** |
| 1. | Collect & review all employee training certifications |  |
| 2. | Collect copies & review all operator licenses for forklifts & aerial lifts |  |