

REVCON OILFIELD CONSTRUCTORS

HEALTH, SAFETY, AND ENVIRONMENTAL

SUBCONTRACTOR SAFETY PROGRAM ASSESSMENT

The checklist provided in this appendix will assist in evaluating the effectiveness of subcontractor safety programs. Some of the questions in the checklist may not apply to all worksites; likewise, additional questions may be necessary.

No.	Item	Yes	No	Not Applicable
TRAINING				
1	Does the subcontractor ensure that all of its personnel are competent to perform the work required?			
2	Does the subcontractor ensure that its newly assigned workers are directly supervised by a competent worker?			
3	Does the subcontractor ensure that jobs requiring certification are performed by workers who possess the appropriate documentation and certificates?			
4	Does the subcontractor provide for its managers and supervisors to ensure that they are capable of administering the safety program?			
5	Is there a training plan for subcontractor employees?			
6	Does the training plan address:			
	Safety and health?			
	Material safety data sheets and hazard communication program?			
	Safety orientation?			
	First aid and cardiopulmonary resuscitation?			
	Fire fighting?			
	Firewatch?			
	Hydrogen sulfide?			
	Transportation of hazardous materials?			
	Fall protection?			
	Drug and alcohol policy?			
	Forklift and crane operations?			
	Housekeeping?			
	Entry into confined spaces and requirements for standby personnel?			
	Permit systems?			

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No.	Item	Yes	No	Not Applicable
	Abrasive blasting and hydroblasting?			
	Respiratory protection?			
	Use of personal protective equipment?			
	Control of hazardous energy sources?			
	Excavating, shoring, and trenching?			
	Emergency response Plan?			
7	Is there documentation on file to verify that the training has been completed?			
8	Does the documentation include employees' names, course dates, instructors' names, the length of the courses, and outlines or descriptions of the course content?			
9	Does the subcontractor require retraining or refresher training?			
INCIDENT INVESTIGATION AND ANALYSIS				
10	Are all incidents investigated to determine their cause, and is corrective action taken?			
11	Are serious incidents and near misses reported immediately?			
12	Does the subcontractor have a written incident investigation procedure?			
13	Is a report completed for:			
	Fatalities?			
	OHS recordable accidents?			
	Vehicle accidents?			
	Equipment damage?			
	Spills?			
	Fires?			
	Near misses?			

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No.	Item	Yes	No	Not Applicable
14	After an incident, are required reports submitted to Safety within 48 hours?			
15	Does a safety committee assist in the investigation and follow-up?			
16	Do the subcontractor's supervisors or managers ensure that as a result of the investigation, corrective action is taken?			
17	Does the subcontractor develop a monthly statistical summary that illustrates its safety performance?			
18	Does the Project Manager receive a copy of this summary and photocopies of the OHS First Aid logs?			
SAFETY RESPONSIBILITY				
19	Has the subcontractor assigned a competent person as a full time site safety representative?			
20	Does the safety representative have sufficient authority to implement change?			
21	Is the subcontractor's management aware of its role in an effective safety program?			
22	Are the subcontractor's employees aware of their roles in an effective safety program?			
23	Does the subcontractor have a disciplinary action program that includes safety and health issues, and is the program enforced?			
24	Does the subcontractor have a safety policy statement endorsed by its top management?			
SAFETY REVIEWS				
25	Does the subcontractor conduct ongoing safety inspections?			
26	Does the subcontractor have a hazard identification program that allows employees to report unsafe acts or conditions?			

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No.	Item	Yes	No	Not Applicable
27	Are inspection records kept on file, and are they available for review by the Project Safety Supervisor?			
28	Are concerns reviewed, and are corrective actions taken?			
29	Is there written evidence that concerns have been reviewed and corrective actions have been taken?			
30	Is there a system to notify the Project Manager of safety and health problems that are not created by the subcontractor but that could impact personnel at the site?			
EMERGENCY RESPONSE				
31	Are the subcontractor's employees aware of their role in an emergency?			
32	Have exit routes and meeting areas where head counts are to be performed been established?			
33	Do all employees receive emergency response training?			
34	Does the subcontractor know how to report an emergency?			
35	Have instructions been given to check wind conditions in the event of a fire or gas release and to evacuate upwind or crosswind?			
36	Are emergency telephone numbers posted throughout the site?			
37	Have the subcontractor's employees received specific instructions about vehicle use during and after an emergency?			
38	Is the subcontractor involved in Project drills?			
JOB ANALYSIS AND OBSERVATION				
39	Are all critical jobs identified, analyzed, and documented?			
40	Are the procedures for critical jobs written and reviewed with the subcontract employees before the work begins?			
41	Are jobs observations, such as TSO's conducted?			
PERMIT SYSTEMS				

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No.	Item	Yes	No	Not Applicable
42	Does the subcontractor ensure that all work permit systems are followed?			
43	Does the subcontractor conduct audits to verify that all work permit systems are followed, and is disciplinary action implemented in the event of noncompliance?			
44	Is there a method that allows the subcontractor to provide the Project Manager with feedback about the effectiveness of the permit system and the impact of the process on the performance of the work and on the contract?			
FIRST AID AND MEDICAL CARE				
45	Does the subcontractor have personnel trained to administer first aid and cardiopulmonary resuscitation (CPR)?			
46	Are adequate first aid supplies available on site?			
47	Have the first aid kits been approved by a physician?			
48	Have arrangements been made with the PMT, ambulance service, hospital, or others to handle medical care ranging from first aid to life-threatening injuries and illnesses?			
49	Does the subcontractor utilize a “physician under standing orders”?			
50	Does the subcontractor distribute prescription medications?			
PERSONAL PROTECTIVE EQUIPMENT				
51	Are specific rules developed and communicated concerning the proper use of personal protective equipment?			
52	Is the necessary personal protective equipment available on the Project site?			
53	Has a maintenance program been established to assure that personal protective equipment is maintained in satisfactory condition?			
54	Is the use of personal protective equipment enforced by the subcontractor’s management?			

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No.	Item	Yes	No	Not Applicable
COMMUNICATIONS AND MEETINGS				
55	Before a job begins, does the subcontractor hold a meeting to address safety issues?			
56	Do the subcontractor's supervisors mention safety as part of every work assignment?			
COMMUNICATIONS AND MEETINGS				
57	Are tailgate/toolbox meetings held?			
	If they are, how long do they last?			
	How often are they held?			
	How effective are they?			
58	Are the topics discussed during the meetings, names of those who attended, dates, and any comments or concerns documented?			
59	Are problems identified during the tailgate/toolbox meetings acted on the subcontractor's management?			
60	Does the subcontractor make use of safety committees?			
61	Does the subcontractor's management actively demonstrate support for improved safety programs?			
62	Does the subcontractor's management hold periodic meetings with the PMT's management specifically to discuss safety, health and job performance?			
63	Are the subcontractor's employees able to communicate all safety and health problems to their management?			
64	Is a meeting held with the subcontractor at the end of the project to review safety performance?			
INCENTIVE PROGRAMS				
65	Does the subcontractor make use of incentive award			

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No.	Item	Yes	No	Not Applicable
	programs?			
66	Are the subcontractor's incentive programs effective in reducing occupational injuries and illnesses?			