

Safety Program – Subcontractor Job Packet

Cover Page

Project Information (completed by Stewart and Richey Construction Inc.):

Project Name	
Project Address	
Project Owner	
Contractor	Stewart Richey Construction Inc.
Subcontractor	

Attn: Sharon Poston
 2137 Glen Lily Road Bowling Green, KY 42101
 Phone: (270) 842-5184 direct: (270) 393-8549 ext. 193
 Fax: (270) 782-6654 Email: sposton@stewartrichey.com

Attached you will find the documents **required** for all subcontractors doing work with Stewart-Richey Construction. These documents should be returned as one complete package to the address above. Below you will find a checklist of the required documents; for any document listed that you have not included in the package, please give the reason it has been left out. **NOTE: YOUR COMPANY WILL NOT BE ALLOWED TO START WORK WITHOUT THIS INFORMATION BEING SUBMITTED AND APPROVED.**

DOCUMENT	REQUIRED DOCUMENTS	DOCUMENT INCLUDED		REASON NOT INCLUDED
		YES	NO	
<i>Signed Subcontract MUST BE SIGNED BY OFFICER/OWNER OF COMPANY PLEASE SIGN COPY AND RETURN</i>	REQUIRED	X		
<i>Copy of W-9</i>	REQUIRED	X		
<i>Certificate of Insurance</i>	REQUIRED (JOB SPECIFIC)	X		(Sample included)
<i>Standard Operating Procedures</i>	REQUIRED	X		
<i>Subcontractor Job Packet</i>	REQUIRED	X		
<i>Subcontractor Pre-qualification Survey</i>	REQUIRED(1 st time only)	X		
<i>SOP Driver Certification Form</i>	REQUIRED	X		
<i>Job Safety Rules</i>	REFERENCE MATERIAL ONLY	X		

Subcontractor Information: Please complete the following

Address			
City, ST, ZIP			
Remit to Address			
City, ST, ZIP			
Contact (main)			
Phone		Fax	
Email			
Contact (Accounts Payable)			
Phone		Fax	
Email			

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Subcontractor Safety Requirements: Exhibit D

1. Subcontractor shall follow all OSHA, EPA, state and local statutory and regulatory requirements, manufacturer’s minimum requirements and Stewart-Richey (S-R) safety policies and procedures (as contained in the Standard Operating Procedures and Job Site Rules).
2. Subcontractor assumes responsibility for the actions of its employees, and for any sub-subcontractor used (with the express permission of Contractor), and its employees, (collectively “the employees”) and shall hold harmless Contractor for any damages, costs, expenses, injuries or otherwise claims by or to the Employees, except in the case of sole negligence by Contractor, and shall indemnify Contractor for same.
3. Subcontractor shall indemnify Contractor for any costs, expenses, fines, damages or penalties incurred as a result of Subcontractor or Sub-subcontractor actions or violations of any law, regulation, statute or policy of any regulatory or governmental body.
4. Subcontractor will review the S-R Standard Operating Procedures (SOP) prior to beginning work and will follow all requirements of the SOP. Subcontractor acknowledges receipt and acceptance of the SOP.
5. Subcontractor will review the S-R job Site Rules and will instruct its employees on these rules prior to beginning work. Subcontractor acknowledges receipt and acceptance of the Stewart and Richey, Inc. Jobsite Rules
6. Contractor will notify Subcontractor by written notice of any violation of said requirements and policies or unsafe condition. Subcontractor will abate all such notice as soon as possible, but within the time-frame specified by S-R Safety Director. S-R Safety Director must approve abatement measures. The following progressive action policy will be followed upon issuance of written safety citations by S-R Safety Director. No adjustment of time or costs shall be due the Subcontractor for time lost for work stoppage due to safety violations.

Violation	Action
First	<ul style="list-style-type: none"> • Subcontractor will abate the violation within the time period specified by the S-R Safety Directory. If Subcontractor fails to abate the violation with the specified time period, Subcontractor will cease work on the project and will be required to abate all violations before work is allowed to start back. • A meeting with the S-R Safety Director will be held to discuss the violations, why they were not abated, and remedies to ensure they do not occur again.
Second	<ul style="list-style-type: none"> • Subcontractor will cease work on the project and will be required to abate all violations before work is allowed to start back. • Subcontractor must attend meeting with S-R Management to discuss violations. Subcontractor will be required to sign off on abatement measures and on a written warning.
Third	<ul style="list-style-type: none"> • Subcontractor is in default, and subcontractor may be terminated, at the discretion of Stewart and Richey Construction, Inc. • Subcontractor will be suspended from all S-R jobsites for one (1) year.

Subcontractor: Name _____

Subcontractor: Signed _____ Dated _____

Stewart Richey Construction, Inc.
(“Stewart-Richey”)

STEWART RICHEY
CONSTRUCTION | **CONTRACTING GROUP**
SERVICE GROUP
GENERAL CONTRACTING

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Contractor: Signed _____ Dated _____