**Pre-Start Required GC/Subcontractor Information Package Checklist**

**Name of Subcontractor:**

* Document signed by subcontractor stating that they have read and understand the Airports Authority Construction Safety Manual (CSM) and that they will follow the Airports Authority’s CSM and the Contractors Site Specific Safety Plan.
* Emergency Contact names and numbers for senior Company managers. (Include President, Project Manager and Safety Director)
* Experience Modifier Rate (EMR). If EMR is 1.0 or greater, submit the OSHA 300 Logs for the past three (3) years, plus the current calendar year as well as a Safety Mitigation Plan addressing the safety issues that the contractor has had over the past three (3) years also including the current year.
* Safety and Health Program – to include Site Specific Safety program to the general contractor (Include applicable job related Programs, I.E. Confine Spaces, Electrical, LOTO, Hazard Communication Program, Erection, Lifts, Site Specific Fall Protection, Respiratory, Erection & Demolition Plans, Substance Abuse Program, and Emergency Response etc.)
* Return to Work/Light Duty Program (mandatory), and Emergency Response etc.)
* Safety Data Sheets (SDS) Sheets and Site Specific Chemical Inventory List (Separate Binder). Global Harmonization Training required for all employees.
* Documentation with employee signatures on company letterhead establishing training for personnel in Fall Protection, Equipment Operators, Hazard Communication and General Construction Safety, at a minimal and other job related subjects: i.e. Confine space training if you are required to enter a confine space, operators training if operating heavy equipment or scaffold training if required to work off scaffolds, Power actuated tools.
* Contractor enrollment into OCIP Insurance Program (if required by the contract).
* Definable Features of Work list to be submitted along with a JHA (Job Hazard Analysis) for all known work activities. JHA to be prepared on the Pre-Task Work Plan (PTWP) Form included in Appendix E of the CSM. JHA required prior to any work onsite. Be very detailed on this plan.
* Management personnel 30 hour OSHA personnel (Name and Contact #) (provide Copy of Card). All workers are require to have 10 hour OSHA (provide copy of card)
* CPR/First Aid Qualified Personnel Cards with Expiration Dates (provide copy of card).
* List of Competent Persons per OSHA definitions with Contact Numbers and credentials of each. Provide training certificates – documentation for each competent employee (see below).
* List of Equipment to Be Used on Site (Update as Necessary) All equipment must identify owner Company. Provide Training Records.
* Cranes: Annual Inspect. NCCCO Certified Crane Operators Card - qualifications; Riggers training and certification card, Signalman training and Certification card, Lift Plan, Erection Plan (Provide Copies)
* Fork Lift, Lull, Power Actuated, Aerial, & Scissor lifts Authorization Cards/List. Provide training records.