



Think Safety

DOs & DON'Ts

HIRING SUBCONTRACTORS

DO...

- Hire only subcontractors that are licensed (by the state, if required), bonded (if required) and/or insured.
- Check training of subcontractor, i.e., if confined space entry required, do they have training and equipment.
- Verify that their training is up-to-date, i.e., 40 hr. OSHA and 8 hr. refresher as well as lockout/ tagout training.
- Verify subcontractor's equipment is in working order.
- Keep copy of current Certificate of Insurance on file.
- Hire subcontractors with experience in job to be performed.
- Use only subcontractors with well-written safety programs, which are enforced.
- Require subcontractors to attend jobsite safety meetings.
- Require copies of accident reports for your files.
- Require subcontractors to become familiar with your safety program.
- Require subcontractors to wear appropriate safety gear.
- Verify that you have a legally binding contract.
- Make sure the subcontractor has adequate manpower for the task.
- Make sure the subcontractor is financially solvent.
- Make sure they sign Release of Liability.
- Conduct random drug and alcohol testing, if appropriate.
- Review manufacturer's checklist with subcontractor to be sure installation meets warranty terms.
- Verify that the subcontractor establishes a safe worksite with proper safety signage displayed appropriately before any work begins.
- Review job plans and specifications with the subcontractor to be sure that you both interpret the specifications the same way.

DON'T...

- Hire uninsured subcontractors.
- Hire subcontractors who are not willing to obey your safety rules.
- Assume subcontractors and their employees are as knowledgeable about the safety issues as your own employees.