SUBCONTRACTOR MANAGEMENT PROGRAM

REQUIRED PRIOR TO ARRIVAL AT THE JOBSITE (failure will delay payments until received):

Open communication between Wagner-Meinert, LLC Project Managers and/or job site Foreman and the Subcontractor Supervisor prior to beginning any work is essential and, therefore, required. Communication will include, but not be limited to, understanding the scope of the work to be performed, safety requirements of the Owner and Contractor and a jobsite emergency action plan.

Weekly meetings will be required between Wagner-Meinert, LLC Project Managers and/or job site Foreman and the Subcontractor employees to discuss the progress and quality of the work performed by the Subcontractor, a job site hazard analysis will be developed and discussed with the Subcontractor Supervisor. Safety requirements will be reviewed and any changes to the emergency action plan already established will be discussed.

Wagner-Meinert, LLC Project Managers and/or job site Foreman will supervise and review the subcontractor’s work for timeliness, quality, completeness and any safety concerns.

1) Certificates of Insurance for Wagner-Meinert, LLC 7617 Freedom Way, Fort Wayne, IN 46818 & WMI CUSTOMER, Street Address, State, City, Zip.

* Commercial General Liability (Including Products/Completed Operations):

Limit of Liability:

1. Each occurrence: $1,000,000
2. General Aggregate: $2,000,000
3. Include Waiver of Subrogation.

* Owned, Hired and Non-Owned Auto:

1. Each Occurrence: $1,000,000 CSL

* Umbrella Liability: $5,000,000 or as required by Wagner-Meinert, LLC

1. Wagner-Meinert, LLC & WMI CUSTOMER listed as certificate holders.
2. Include Waiver of Subrogation
3. Follows form of Primary Coverage & Non-Contributory

* **Workers Compensation:**

1. $500,000 each accident / $500,000 disease each employee / $500,000 policy limit each disease
2. Include Waiver of Subrogation

* Professional Liability: $5,000,000 If Applicable
* Subcontractor Pollution Liability: $1,000,000 (Required if Performing Demolition)

Note: Separate Insurance Certificates are required. (1) naming Wagner-Meinert, LLC and (1) WMI CUSTOMER as additional insured and include a Waiver of Subrogation for Wagner-Meinert, LLC and WMI CUSTOMER. Coverage is to be Primary and Non-Contributory.

A 30 day Notice of Cancellation is required.

2) Sub-contractor Qualification Form CQ-1

3) Wagner-Meinert, LLC Subcontract Agreement (Unaltered)

4) Signed Exhibits A,B,C,D & E

5) W-9

6) OSHA 300 Logs (3 years)

7) Provide documentation of certification and/or contractor licensing for the work to be performed.

REQUIRED FOR PURCHASE ORDER ISSUANCE:

* Signed Safety Letters:
* Signed Safety and Accident Prevention Letter (Exhibit A) verifying your compliance with the appropriate standards and regulations
* Signed Drug & Alcohol Consent From ( Exhibit B) confirming your consent to comply with the Wagner-Meinert, LLC Drug & Alcohol Policy
* Signed Ammonia Safety Letter (Exhibit C) confirming your awareness of the presence of Ammonia at many of Wagner-Meinert, LLC construction jobsites
* Signed Process Safety Management Program (Exhibit D)
* Company Safety Program (Exhibit E)
* Completed W-9 (blank forms enclosed)
* Contractor Qualification Form CQ-1

Retain the safety program packet for your records but return the signed Exhibits A,B,C,D, & E, Insurance Certificates, W-9, OSHA 300 logs and Contractor Qualification Form to Wagner-Meinert, LLC Attn: Tamara Branstetter. If you hire Subcontractors, you must also have them sign off to compliance.

REQUIRED FOR PAYMENT OF INVOICES:

The Purchase Order Number must be on all invoices! Faxed copies of invoices will NOT be accepted. The purchase order number is highlighted on the Purchase Order. Wagner-Meinert, LLC Project Manager must approve all additions to the Purchase Order with a written Change Order before additional cost or work occurs. All invoicing must address sales tax. Please break out on a separate line or state that it's included.

REQUIRED FOR FINAL PAYMENT:

A Partial or Final Waiver of Lien and Sworn Statement must accompany every invoice/payment. Your payment will be delayed if a waiver and sworn statement are not sent with the billing. Starting with application #2 unconditional waivers from your subcontractors and material supplies should be attached to the sworn statement verifying amounts paid. The Final Application for payment must include a Final Waiver. (Contact Wagner-Meinert, LLC if not included.)

MAIL THE ABOVE REQUIRED ITEMS TO WAGNER-MEINERT’S CORPORATE OFFICE

7617 FREEDOM WAY, FORT WAYNE, IN 46818 OR FAX TO (260) 489-7473

ATTENTION: ACCOUNTS PAYABLE.

DO NOT MAIL ANY PAPERWORK TO THE JOBSITE.

**Exhibit A**

**Safety and Accident Prevention**

**Conditions of the Contract / Purchase Order**

This Safety Program has been established to coordinate all available means of eliminating or controlling hazards and risks associated with construction, renovation, or maintenance of Subcontractor's activities. It establishes minimum safety performance criteria for Wagner-Meinert, LLC and all of their Subcontractors. These specific regulations must be reviewed by the Subcontractors and communicated to their employees prior to the start of work at a facility / project.

Wagner-Meinert, LLC supplies this document for information purposes and as a guide to provide a basis for compliance with the appropriate standards and regulations, and will not accept responsibility or the responsibility of the Subcontractor or any part of the implementation of the program or for unforeseen mishaps or injuries associated with the implementation of the document.

Wagner-Meinert, LLC **REQUIRES** that all Subcontractors:

1. Wear **Hard Hats at ALL TIMES** while on the Jobsite.

2. Smoke only in **DESIGNATED SMOKING AREAS** while on the Jobsite.

3. Wear **Fall Protection at ALL TIMES Above 6 Feet** – On Ladders, In Scissor Lift – All Conditions

Above 6 Feet.

4. **DO NOT COME TO THE JOBSITE WITHOUT HARNESSES, LANYARDS, ETC. – AND ALL**

**OTHER APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.**

5. Adhere to Wagner-Meinert, LLC Drug & Alcohol Policy.

6. Use of Wagner-Meinert, LLC and/or Wagner-Meinert, LLC leased equipment is strictly prohibited.

***The signature below confirms that the Safety and Accident Prevention material***

***has been read and understood by the subcontractor.***

|  |
| --- |
| **Please return original signed document to:**  Wagner-Meinert, LLC  Attn: Tamara Branstetter  7617 Freedom Way  Fort Wayne, IN 46818 |

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE (Print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE (Sign):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drug and Alcohol Program**

a) We recognize that drug and alcohol abuse negatively affects the construction sites, facilities, and our co-workers. Our policy and number one goal (with the help of the Subcontractors) is to maintain a workplace that is safe and desirable for all of the contractors. The use of alcohol and controlled substances poses serious risks for the safety of all contractors and visitors to our facilities and construction sites. Because we are committed to providing a safe work place, we prohibit the following:

i) The unlawful manufacture, transfer, possession, sale or use of alcohol or illegal drugs in the facilities, or construction sites.

ii) For all contractors’ employees, alcohol consumption is prohibited during the workday, including during rest periods and meals.

iii) Improper use of legal or physician prescribed drugs at the facilities or on the construction sites.

iv) Reporting to work under the influence of alcohol or drugs or with these substances in the body in any detectable amount.

b) If your employees are required to take drugs or narcotics during working hours by doctor’s prescription,

they must report this to their superintendent. A determination will be made as to whether the effects of the medication pose a possible safety risk to work for which you have been assigned.

1. Wagner-Meinert,LLCwill take whatever measures are necessary including the search of company

property, facilities, or equipment to determine whether alcohol or illegal drugs are located on or are being used on site. These measures will be taken when we believe that they are justified and necessary.

ii) Subcontractor including their subs, who violate any aspect of this policy, may be subject to

disciplinary action up to and including contract termination.

iii) Wagner-Meinert, LLC employees will notify the proper authorities of any suspected sale, possession,

or use of illegal substances by an employee.

Because the use of such substances may affect the health, job performance and safety of the user, other employees; and also risk damage to company property and products, Subcontractors employees may be sent for physical examination, including drug screens, in the following situations:

1. Anyone involved in an on-the-job injury/accident will be required to submit to an alcohol or drug screening test immediately following the accident (before returning to work) to determine if drug or alcohol use contributed to the accident.
2. Where there is observable evidence or reasonable suspicion than an employee may be under the influence of drugs or alcohol, they may be required to submit to a test at the request of their supervisor.

3) If drug usage or alcohol is detected, a Subcontractor’s employee will be subjected to corrective action, up to and including removed permanently for the site and all future Wagner-Meinert, LLC projects, for violation of Wagner-Meinert, LLC policy for the use of alcohol or drugs on site.

**Exhibit B**

**DRUG AND ALCOHOL PROGRAM**

**CONSENT FORM**

Compliance with the Wagner-Meinert, LLC Drug & Alcohol Policy is a condition of the contract. All Subcontractors will be required to submit a signed agreement that allows appropriate members of management

to discuss the results from this test. Because the consent form is a part of the Wagner-Meinert, LLC policy, its completion is also a condition of the contract. Subcontractors who refuse to sign the consent form will not be considered for this and future contractile agreements.

***The signature below confirms that the Drug and Alcohol material has been read and understood by the subcontractor.***

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please return original signed document to:**  Wagner-Meinert, LLC  Attn: Tamara Branstetter  7617 Freedom Way  Fort Wayne, IN 46818 |

AUTHORIZED REPRESENTATIVE (Print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE (Sign):

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COMPANY NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit C**

**AMMONIA SAFETY**

Due to the hazardous characteristic of ammonia and due to the fact that ammonia is on the EPA list of

extremely hazardous chemicals, the management of Wagner-Meinert, LLC feels that it is important to

better inform all employees of the presence and potential hazards of ammonia.

Ammonia is used as a refrigerant at most of Wagner-Meinert, LLC jobsites where it is present in the piping

and refrigeration equipment throughout the facilities. It is a highly corrosive chemical, which is the main reason

it is considered an extremely hazardous chemical. Its strong pungent odor will quickly make you aware of its

presence.

Ammonia is not a carcinogen, which means it does not cause cancer. It is a non-accumulative poison, which

means it does not build up in your body like a PCB or lead.

Wagner-Meinert, LLC performs work at all jobsites with the safety of its employees, subcontractor employees and owners employees in mind. Therefore, in your weekly Safety Meeting, you will be made aware of what to do in case of an ammonia release.

As a Subcontractor, it is important that your company and crew are very cautious and aware of the piping

throughout the facility during construction. Please inform your employees of the presence of ammonia and the

piping that is part of the refrigeration system.

If you have any further questions or concerns, ask the Project Manager, Safety Coordinator and/or Wagner-Meinert, LLC jobsite Foreman. We need you to go over this information with your crew and sign-off as acknowledgement.

***The signature below confirms that Ammonia Safety material has been read and understood by the subcontractor. The subcontractor also understands that this material must be shared with their employees and by signing agrees to do so.***

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Please return original signed document to:**  Wagner-Meinert, LLC  Attn: Tamara Branstetter  7617 Freedom Way  Fort Wayne, IN 46818 |

AUTHORIZED REPRESENTATIVE (Print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE (Sign):

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COMPANY NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROCESS SAFETY MANAGEMENT**

The Process Safety Management (PSM) program provides information and procedures to prevent or minimize

an accidental release of ammonia. This program attempts to anticipate future problems by identifying, evaluating, and preventing failures of the process that could result in a release of ammonia.

The ammonia refrigeration system in this facility is covered by the PSM program. PSM can be seen as a fourteen-step program:

1. **Employee Participation**: This program involves the operator maintenance employees in establishing the PSM program. Operator maintenance employees will be involved in the process hazard analysis when conducted. The program also ensures that all employees have complete access to the PSM program.

2. **Process Safety Information**: Collection of written information, which enables the operator maintenance employees to identify and understand the potential hazards in the system. The written information includes the ammonia data and a description of the design of the ammonia refrigeration system.

3**. Process Hazard Analysis**: A formal study, which is designed to look at the process and identify

potential hazards.

4. **Operating Procedures**: Written, detailed procedures, which describe the steps that must be followed

to safely operate the ammonia refrigeration system.

5. **Training**: A program, which ensures that the operator maintenance employees are trained on all

aspects of the system and on the duties which they must perform to ensure the safe operation of the

ammonia refrigeration system.

6. **Subcontractors**: All Subcontractors will be screened and evaluated before they perform work on or near

the ammonia refrigeration system. The contract employer will submit assigned letter to Wagner-Meinert, LLC, prior to working on the premises, stating that their Subcontractors have received the required safety training to complete their assignment. The Subcontractor will also be evaluated periodically to ensure that they perform their work by following safe work practices.

7. **Pre-Startup Safety Review:** A pre-startup safety review is completed for all new ammonia projects

to verify that all safety programs are in place, training has been performed, and construction has been

completed according to design standards before the project is put into use.

8. **Mechanical Integrity**: This program ensures that the ammonia refrigeration system is built and

maintained using preventive maintenance procedures to minimize unexpected breakdowns or failures.

9. **Hot Work Permit**: Procedures to ensure that a signed permit is obtained prior to any cutting, welding,

or burning.

10. **Management of Change**: Procedures to ensure that all changes made to the ammonia refrigeration

system is properly reviewed.

11. **Incident Investigation**: Procedures to ensure that any incidents are investigated, reviewed, and

documented using an investigation team.

12. **Emergency Planning and Response**: Procedures describing how Wagner-Meinert, LLC will respond to

ammonia spills and other emergencies, including evacuation procedures.

13. **Compliance Audits**: Procedures to conduct regular audits of the PSM program to ensure that the

program is in place and working properly.

14. **Trade Secrets**: Wagner-Meinert, LLC has no trade secrets as far as this ammonia refrigeration system is concerned.

**Exhibit D**

**Process Safety Management Program**

The PSM program was developed by Occupational Safety and Health Administration (OSHA). OSHA is in charge of reviewing the compliance with this program. The main purpose of this program is to protect you as an

employee, visitor, or Subcontractor while you are at a Wagner-Meinert, LLC Construction jobsite and it is very important for you to understand and comprehend all of its elements since you will be the main beneficiary. In having this program, it is important to note all of our **RESTRICTED AREAS**- machine room, roof, electrical room. You must have clearance for these areas and take special precautions if operating any sort of equipment in or around these areas.

***This program only applies IF the owner/operator of the refrigeration system, once ammonia has been introduced, has a PSM program. The subcontractor agrees by signing below to abide by all the rules and regulations that this program entails.***

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Please return original signed document to:**  Wagner-Meinert, LLC  Attn: Tamara Branstetter  7617 Freedom Way  Fort Wayne, IN 46818 |

AUTHORIZED REPRESENTATIVE (Print):

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AUTHORIZED REPRESENTATIVE (Sign):

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COMPANY NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WAGNER-MEINERT, LLC SAFETY PROGRAM**

1. **The Subcontractor Shall:**
2. Ensure that all project work performed is conducted in accordance with the following:

(a) Existing OSHA regulations, provisions of 29 CFR 1910 and 29 CFR 1926, and state and local

safety, health and environmental laws and regulations;

(b) Applicable ANSI, NEC, NEPA, and industry consensus standards;

(c) Applicable safety and health requirements of the facility in which the work is being performed;

(d) Established Good Manufacturing Practices in force at the facility.

ii.) Establish a safety program applicable to the scope of the work to be performed and in compliance

with OSHA and other statutory requirements.

iii.) Appoint a Project Safety Coordinator acceptable to Wagner-Meinert, LLC One who is capable, based on training and/or experience, to perform the duties set forth in this program. The

Subcontractors management shall supervise the Project Safety Coordinator in carrying out the

duties and responsibilities of his/her position.

iv.) Immediately correct all unsafe work conditions or procedures reported by the Project Safety

Coordinator, Wagner-Meinert, LLC and its representatives, or Subcontractors employees.

v.) Ensure that all required management personnel attend the preconstruction Safety Orientation

Meeting prior to the start of work and that supervisors and employees attend the weekly safety

meetings.

vi.) Implement a comprehensive safety-training program, which includes at least:

(a) A thorough safety orientation for all new employees (and for all employees at the start of each

new project) which addresses

1. The general safety requirements contained in this program
2. Applicable facility safety rules and regulations
3. The Subcontractors safety and hazard communication programs
4. Safe practice instruction applicable to the type of work performed
5. Site emergency response procedures

(b) An ongoing safety training program, consisting of at least weekly toolbox safety meetings, to

instruct employees on safety rules and procedures for current work operations.

(c) Proper documentation of all safety orientations, meetings, and training.

vii.) Provide first aid equipment and trained personnel on all projects. Provide telephone service for

emergency use in project areas if such service is not available.

viii.) Immediately notify Wagner-Meinert, LLC of all project accidents and/or injuries.

ix.) Comply with federal and state posting requirements. Post emergency telephone numbers and other

appropriate safety notices.

x.) Maintain and/or file its own records and reports as required by OSHA, Workers’ Compensation

Boards, or other appropriate agencies.

xi.) Report OSHA or other outside safety/health inspections and/or citations to Wagner-Meinert, LLC immediately and furnish copies of all pertinent documents.

xii.) Submit Material Safety Data Sheets (MSDS’s) for every hazardous chemical brought onsite and

maintain on site copies of MSDS’s for employee reference.

xiii.) Acknowledge that the designated Wagner-Meinert, LLC Safety Manager:

(a) Shall have final determination authority as to whether an action, process, or procedure is

deemed safe or unsafe.

(b) Reserve the right to order a cessation of work if an act is determined unsafe.

**2. Subcontractor Project Safety Coordinator Responsibilities**

1. The Subcontractor Project Safety Coordinator Shall:
2. Continuously inspect work areas to detect and correct unsafe work conditions or procedures.
3. Make available to Wagner-Meinert, LLC, upon request, a Jobsite Weekly Inspection Report.
4. Investigate and report all accidents, injuries, or fires that occur within the scope of contractual

Responsibilities. If the incident involves the Owner’s personnel or property, Wagner-Meinert, LLC retains the right to supersede the Subcontractor in the investigation and to retain any physical evidence involved. A copy of the Subcontractor Accident Investigation Report and any other reports generated by the Subcontractor are to be provided to Wagner-Meinert, LLC within 24 hours after the incident.

1. Actively participate in the Subcontractors outgoing safety training program.
2. Be responsible for the control and availability of necessary safety equipment including, but not limited to, personal protective equipment.
3. Ensure that MSDS’s are available on site for all hazardous materials used by the

Subcontractor.

vii.) Each Subcontractor will be responsible for any cost incurred by violations, accidents, and citations.

**3. Wagner-Meinert, LLC Responsibilities**

a) Make available to the Subcontractor a listing of hazardous chemicals that the Subcontractor may be

exposed to at the construction site. These are chemicals that are not brought into the facility by the

Subcontractor.

b) Allow the Subcontractor to review and copy Material Safety Data Sheets (MSDS’s) for the above

identified chemicals.

**4. General Safety Requirements**

a) The following violations may be grounds for immediate discharge of Subcontractor and/or

Subcontractors employees:

1. Smoking or other use of tobacco except in specifically designated areas.

ii.) Possession, consumption, under the influence of, or transmission onto Wagner-Meinert’s job site premises of alcoholic beverages, narcotics or other controlled substances.

1. Disregard of safety and health rules and regulations.
2. Fighting, horseplay, or gambling on the job.

v.) Theft or dishonesty.

vi.) Willful destruction of property.

vii.) Possession of firearms on the job.

viii.) Unauthorized use of firefighting equipment except in emergency situations.

ix.) Unauthorized use of Wagner-Meinert’s vehicles, tools, and equipment.

b) Electrical circuits or equipment shall not be used without authorization.

c) Unrestricted access to stairways, fire exits, or firefighting equipment shall be maintained.

d) Waste materials must be disposed of in accordance with facility regulations.

e) Warning and directional signs, tags, and aisle markings must be obeyed.

f) Removal of safety guards or devices may not be undertaken without authorization.

g) Personal protective equipment appropriate to the specific job must be worn.

h) Use of Wagner-Meinert, LLC and/or Wagner-Meinert, LLC leased equipment is strictly prohibited.

**Dear Subcontractor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPANY NAME / AUTHORIZED SIGNATURE**

As part of our Subcontractor Safety Program and compliance on your part, there are requirements you must abide by in order to be on one of our jobsites. All OSHA requirements must be met. All insurance and copies of safety compliance forms must be at our corporate office before coming on-site. If for any reason your company is issued a violation from OSHA and/or the Owner, your company will be responsible for making up any lost time at no cost. In addition, if Wagner-Meinert, LLC receives the same violation under multi-employer on account of your company under multi-employer sites, Wagner-Meinert, LLC reserves the right to subtract it from your company’s Purchase Order Amount. Our company will not tolerate anything less than the following:

The ***competent person/s*** for our company is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon coming on site, you must give a copy of this sheet, ammonia acknowledgement signoff and a copy of your MSDS inventory to the Safety Consultant**.

It is the responsibility of your supervisor/superintendent to control safety / hazards of their employees. This person must perform safety inspections and furnish copies weekly to the Safety Consultant. They must also notify the Project Manager of immediate concerns / issues.

A copy of your ***Company Safety Program*** (in a 3 ring binder with your company name on it and with the competent persons name listed on the front page) must be in your truck at all times while on site.

A copy of your ***MSDS sheets*** must accompany your 3 ring binder (in your company truck for example).

Your employees understand that ***HARD HATS*** are **required** on our jobsites at all times.

Copies of all trade and OSHA required **certifications** (operators, welding, etc.) for your employees are in your companies safety program binder that you bring to the site before work begins.

**Your employees understand that Wagner-Meinert, LLC enforces a 6-ft. tie off program. If you are above**

**6 ft. (ladder, scissor lift, decking, etc.) you MUST be tied off.**

Your employees ***respect and obey*** the safety consultant we have hired to help with our Safety Program. The competent representative from your company **must attend all** Safety Meetings while your company is on the jobsite.

Your company ***responds to any violations*** that are issued by the Safety Consultant or Project Manager (in writing within one week). If violations require you to be shutdown, you will be responsible to make up scheduled work and will also be responsible for any cost incurred during that time. Checks will be held at our corporate office until violations are responded to in writing.

Your company will **need to bring copies of their daily inspections and toolbox meetings to Wagner-Meinert’s weekly safety meeting to give to the Safety Consultant or Foreman onsite.**

If you have any questions, please contact us at 260-489-7555. Your cooperation in this matter is greatly appreciated.

Sincerely,

Wagner-Meinert, LLC Construction Safety Manager



**DOCUMENT MANAGEMENT:**

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our Sub-contractor Management Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

**PERSONNEL:**

The Owners of Wagner-Meinert, LLC have the ultimate responsibility for this Program. They have designated the Safety Director to manage the Sub-contractor Management Program.

| **Revision / Review History** | | | |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 0 | 11/24/2014 | Safety Director | New Program |
| 1 | 5/11/2016 | Safety Director | Updated format and annual review |
| 2 | 8/12/2016 | Safety Director | Made Updates |
| 2 | 6/30/2017 | Safety Director | Annual Review |
| 2 | 2/7/2018 | Safety Director | Annual review |
| 2 | 6/10/2019 | Safety Director | Annual review |
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