

MEMORANDUM

TO: SUBCONTRACTORS

FROM: Xxxx Xxxxxx
Safety Director

RE: Accident Prevention Plan & Site-Specific Safety Plans
Required for all Kirtley-Cole projects

As part of the submittal process, we will need a copy of your company's Accident Prevention Plan and Site Specific Safety Plan prior to the start of work. A Site-Specific Fall Protection Work Plan will be required for work areas where your employees will be exposed to fall hazards of 10 feet or more. The fall protection plan should consist of the following elements:

1. Identification of all fall hazards within your scope of work for the referenced project.
2. A description of the method of fall arrest or fall restraint to be provided.
3. A description of the correct procedures for the assembly, maintenance, inspection and disassembly of the fall protection systems to be used.
4. A description of the correct procedures for handling, storage and securing of tools and materials.
5. A description of the method of overhead protection for workers who may be in, or pass through below, the worksite.
6. A description of the method for prompt safe removal of injured workers.
7. Be available at the jobsite for inspection by DOSH.
8. Ensure that employees will be trained and instructed prior to permitting them into areas where hazards may exist.
9. Training of employees shall be documented and available at the jobsite.

Please remember that no work can commence until we have this information. If you have any questions, or if I can be of any assistance, please do not hesitate to contact me at (425) XXX - XXXX.