



## MEMORANDUM

TO: SUBCONTRACTORS  
FROM: Xxxx Xxxxxx  
Safety Director  
RE: Safety Requirements for all Kirtley-Cole Projects

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Dear Subcontractor:

**Prior to the start of work on this project**, we require that you provide us with a written Site-Specific Safety Plan, a Site-Specific Fall Protection Plan (if applicable) and completion of the attached Safety Questionnaire. **A Site-Specific Fall Protection Plan is required when employees will be exposed to fall hazards above 10 feet.**

As the General Contractors, we are responsible for safety at all our jobsites and we require our Subcontractors to fully comply with all safety requirements per the subcontract document. **Please note that Kirtley-Cole has a mandatory hardhat policy on all projects. All employees are required to wear an ANSI approved hardhat at all times. Kirtley-Cole also has a 100% safety glasses policy. Anyone in violation of these policies will be notified immediately and may be subject to a fine of \$100 per violation.**

**Effective January 1, 2016, all employees will be required to wear a high visibility vest and/or shirt and safety glasses on all jobsites that have motorized equipment.**

All Subcontractors are required to attend Kirtley-Cole's weekly 'toolbox' safety meetings or provide meeting minutes of their own weekly safety meetings. All Subcontractors must perform site inspections to assure compliance with safety codes and safe work practices. A representative from Kirtley-Cole will perform a walk-around inspection as well and will forward any deficiencies noted to the Subcontractor for corrective action. All site inspections performed will be reviewed at the weekly 'toolbox' meetings.

Failure to comply with the safety requirements will require the following disciplinary actions:

- 1) Verbal Warning – Superintendent/Management representative will document ALL verbal warnings.
- 2) Written Violation – Written Notification of a Violation will be forwarded to the Subcontractor for corrective action for any item not corrected. Any serious or life-threatening situation must be corrected immediately using any resource available to remedy the hazard. Failure to comply may result in a fine or termination from the project.

Please complete the enclosed Safety Questionnaire and return it to our office as soon as possible.

If you have any questions or need assistance, please do not hesitate to contact me at (425) XXX - XXXX