

HOUSTON CONTROLS <i>Instrument, Electrical, Analytical Specialists</i>	Houston Controls, Inc Safety Management System		Doc No:	SMP
			Initial Issue Date	2/25/2011
			Revision Date:	Initial Version
SUBCONTRACTOR MANAGEMENT PLAN (SMP)			Revision No.	0
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Purpose

The purpose of this program is to ensure that HOUSTON CONTROLS, INC continues to improve subcontractor health, safety and environmental performance and to establish a standard for pre-qualification, evaluation/selection and development of our subcontractors.

Scope

This program applies to all subcontractors and all HOUSTON CONTROLS, INC locations.

General Requirements

All HOUSTON CONTROLS, INC subcontractors are to be managed in accordance with this program.

The use of subcontractors must be pre-approved by HOUSTON CONTROLS, INC. Approval requirements include:

- A formal safety review of the subcontractor being performed by HOUSTON CONTROLS, INC safety department.
- The scope of the review was commensurate with the hazards and risk exposure.
- Subcontractor has been/will be oriented to the safety policies, expectations and requirements of HOUSTON CONTROLS, INC.
- The subcontractor agrees to abide by our Drug and Alcohol policy and onsite safety rules throughout the duration of the work.

Any subcontractor that has a "Non-Approved" safety status will not be used on any HOUSTON CONTROLS, INC site.

Procedure

Pre-Qualification of Subcontractors

Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics.

Evaluation Safety Metrics

Acceptable safety metrics will be used as criteria for prequalifying and selecting subcontractors. The safety metrics and scoring will consider:

- HOUSTON CONTROLS, INC Subcontractor Safety Pre-Qualification Form responses and subcontractor safety program documents review 60% (Rated from 0-60 total points)
- Subcontractor safety training documents review 20% (Rated from 0-20 total points)
- Subcontractor safety statistics review 20% (Rated from 0-20 total points)

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Evaluation Rating and Acceptance

The subcontractor rating system will have five designations:

- Equal to or Greater than 90 points = A – no restrictions.
- Between 85 and 89 points = B – Mitigation plan must be documented and approved by HOUSTON CONTROLS, INC Safety.
- Between 81 and 84 points = C – Mitigation plan must be documented and approved by HOUSTON CONTROLS, INC Safety; management approval in writing.
- Between 71 and 80 points = D – Mandatory commitment meeting with senior subcontractor management present; mitigation plan documented and approved by HOUSTON CONTROLS, INC Safety; management approval in writing; trained subcontractor safety personnel on site during work regardless of number of workers.
- Less than 70 points = F – not to be used.

Once each subcontractor has been evaluated and scored, HOUSTON CONTROLS, INC safety will provide management the scores/ranking.

HOUSTON CONTROLS, INC reserves the right to change a subcontractor's status to "Non-Approved" if the subcontractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

Subcontractor Involvement

Contractors are required to follow or implement the work practices and systems described below while performing work at HOUSTON CONTROLS, INC worksites:

- Attend an safety orientation, pre-job meeting or kick-off meeting provided by HOUSTON CONTROLS, INC prior to any work beginning
- Monitor employees for substance abuse and report nonconformities to HOUSTON CONTROLS, INC
- Ensure personnel have the required training and competency for their work
- Participate in HOUSTON CONTROLS, INC tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment
- Participate in the BBS hazard reporting system
- Report all injuries, spills, property damage incidents and near misses
- Comply with onsite and Owner Client safety rules
- Implement HOUSTON CONTROLS, INC safety practices and processes as applicable
- Clean up and restore the worksite after the job is over
- Ensure compliance with regulations at all times
- Post job safety performance reviews shall be conducted for subcontractors.

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SUBCONTRACTOR SAFETY PRE-QUALIFICATION FORM

GENERAL INFORMATION			
1. Subcontractor Information:			
Subcontractor Name:		Telephone Number:	
Street Address:		Fax Number:	
City:		Website Address:	
Province/State:		Postal Code/Zip:	
2. Officers			
President:			
Vice President:			
Treasurer:			
3. How many years has your organization been in business under your present firm's name?			
4. Parent Firm Name:			
City:	Province/State:	Postal Code/Zip:	
Subsidiaries:			
5. Under current management since (Date): (please enter date as mm/dd/yyyy)			
6. Contact for Insurance Information:			
Title:	Telephone:	Fax:	Email:
7. Insurance Carrier(s):			
Name	Type of Coverage	Telephone	
8. Worker's Compensation Account Status (Please enclose a copy of your workers compensation insurance certificate.			
Account Number:		Industry Code:	
9. Contact for requesting bids:			
Title:	Telephone:	Fax:	Email:
10. Contractor Evaluation form completed by:			

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Title:	Telephone:	Fax:	Email:
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HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE			
Health, Safety and Environmental Performance			
Provide the following data for your firm using your record keeping forms from the past three (3) years. If the data is not available please reply with Not Available - N/A.			
Safety Performance Definitions and Guidance			
<p>a. Hours Worked Employee hours worked last three years. Please report actual scheduled total hours worked and total overtime hours worked. If actual hours worked are not available for certain individuals hours worked may be estimated. A default of 2000 hours per individual per year can be used as an estimate.</p> <p>b. Recordable Incidents Recordable cases are those that involve any work-related injury or illness, including death but excluding first-aid injuries.</p> <p>c. Lost Workday Cases A Lost Workday Case is a medical case that involves fatalities, days away from work cases or restricted work activity cases.</p> <ul style="list-style-type: none"> • Days Away from Work Case Where the employee is away from scheduled work day one day or more after the day of a work related injury or illness. The day of the incident does not count as lost workday. Stop count when total days away and restricted duty days reach 180 or employee leaves the firm. • Restricted Work Activity Case Where the employee as result of work-related injury or illness: <ul style="list-style-type: none"> ◇ Assigned to another job on a temporary or permanent basis or ◇ Worked at their permanent job but less than a full day ◇ Could not perform routine functions associated with their permanent job The day of the incident is not counted as a Restricted Duty day. Stop count when total days away or restricted duty days reach 180 or if employee leaves the firm. <p>d. Motor Vehicle Incident A motor vehicle is any mechanically or electrically powered devices (excluding one moved by human power), upon which or by which any person or property may be transported upon a land roadway.</p> <ul style="list-style-type: none"> • Motor Vehicle Incident Includes any event involving a motor vehicle that is owned, leased or rented by the firm that results in death, injury or property damage unless the vehicle is properly parked. 			
Health and Safety Incidents	2009	2008	2007
a. Total Hours Worked			
b. Total Recordable Incidents # Fatalities # Medical Aids # Days Away from Work Cases # Restricted Work Activity Cases			
c. Total Recordable Incident Rate (TRIR) Total # Recordable Incidents x 200,000 Total # Hours worked			
d. Lost Workday Cases (LWC) # Fatalities # Days Away from Work Case # Restricted Work Activity Case			
e. Lost Workday Incident Rate (LWDR) Total # Lost Workday Incidents x 200,000 Total # Hours Worked			

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HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE			
Health and Safety Incidents - continued	2009	2008	2007
f. Motor Vehicle Incidents (MVI) # Motor Vehicles Incidents # Kilometers/Miles driven			
g. Motor Vehicle Incident Frequency Rate (MVIFR) Total # of Firm's Motor Vehicle Incidents x 1,000,000 Total # Kilometers/Miles driven			
Environmental Incidents	2009	2008	2007
Total # Spills to Water			
a. Petroleum Spills # spills Sheen (est. volume as 0.1 bbl. To < 1bbl. # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more			
b. Chemical Spills # spills 1 bbl./160 kg. to < 100 bbls./16,000 kg. # spills 100 bbls./16,000 or more			
Total # Spills to Land			
a. Petroleum spills # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more			
b. Chemical Spills # spills 1 bbl./160 kg. to < 50 bbls./8,000 kg # spills 50 bbls./8,000 kg. or more			
Enforcement Actions	2009	2008	2007
Citations # Health and Safety # Environmental Please provide details			
Fines Total # Fines Total \$\$ Paid Please provide details			

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HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT		
Highest ranking HSE professional in the firm:		
Name/Title:	Email:	Telephone Numbers
Do you have a written Basic Safety / HSE Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your Basic Safety/HSE Program include the following?		
a. HSE Policy statement signed by management	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Management Involvement and Commitment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Hazard Identification and Risk Control	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Rules and Work Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. Communications	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g. Incident and Accident Reporting and Investigation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the program include work practices and procedures such as?		
a. Permit to Work including Isolation of Energy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Confined Space Entry	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Injury and Illness Recording	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Fall Protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Personal Protective Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. Portable Electrical/Power Tools	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g. Motor Vehicle/Driving Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>
h. Compressed Gas Cylinders	Yes <input type="checkbox"/>	No <input type="checkbox"/>
i. Electrical Equipment Grounding Assurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
j. Powered Industrial Vehicles (Cranes, Forklifts, Etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
k. Housekeeping	Yes <input type="checkbox"/>	No <input type="checkbox"/>
l. Accident/Incident Reporting and Investigations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
m. Unsafe Condition Reporting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
n. Emergency Preparedness, Including Evacuation Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
o. Waste Disposal and Pollution Prevention	Yes <input type="checkbox"/>	No <input type="checkbox"/>
p. Regular Workplace Inspection / Audits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Drug and Alcohol program?		
a. Pre-employment Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Reasonable Cause Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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c. Post-rehabilitation/Return to Work Testing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT			
Do you have a Job Safety Analysis (JSA) process in place?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there a Root Cause Analysis process used for investigations, near misses, environmental spills?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there a Management of Change (MOC) Process in place?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have programs for the following?			
a. Respiratory Protection	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
b. Where applicable, have employees been:			
• Trained	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Fit tested	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Medically approved	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
c. Hazard communication/WHMIS	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
d. Programs for potential high hazard work such as Highly Hazardous Chemicals; Explosives and Blasting Agents	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have a corrective action process for addressing individual/employee safety and health performance deficiencies?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Medical			
a. Do you conduct medical examinations for:			
• Pre-placement Job Capability	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Pulmonary	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Respiratory	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
b. Describe how you intend to provide first aid and other medical services while on-site.			
Do you have personnel trained to perform first aid and CPR?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Personal Protective Equipment (PPE)			
a. Is applicable PPE provided for employees?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
b. Do you have a program to assure that PPE is inspected and maintained?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
HSE Meetings			Frequency
a. Do you hold site HSE meetings for?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Field Supervisors	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Employees	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• New Hires	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
• Subcontractors	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

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HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT			
Inspections and Audits			Frequency
a. Do you conduct internal HSE Inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. Do you conduct internal HSE program audits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c. Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Equipment and Materials:			
a. Do you own or lease Equipment and Materials? If yes, please complete the following questions:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
b. Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of materials and equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
c. Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with regulatory requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
d. Do you maintain operating equipment in compliance with regulatory requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
e. Do you maintain the applicable inspection and maintenance certification records for operating equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
f. Do you document corrections or deficiencies from equipment inspections and maintenance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Subcontractor Management			
a. Do you subcontract any work? If the answer is yes, please complete the following questions:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
b. Do you have a written contractor safety management process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
c. Do you use HSE performance criteria in selection of subcontractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
d. Do you evaluate the ability of subcontractors to comply with applicable HSE requirements as part of the selection process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
e. Do your subcontractors have a written HSE Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
f. Do you include your subcontractors in:			
• HSE Orientation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
• HSE Meetings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
• HSE Equipment Inspections	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
• HSE Program Audits	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
• Are corrections or deficiencies documented	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>

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HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT				
Employee and Trades Training				
a. Have employees been trained in appropriate job skills?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
b. Are employees' job skills certified where required by regulatory or industry consensus standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
c. List trades/crafts which have been certified:				
Health, Safety and Environmental Orientation				
	New Hires		Supervisors	
a. Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the program provide instruction on the following:				
•New worker orientation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Safe Work Practices	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Safety Supervision	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Toolbox meetings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Emergency Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•First Aid Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Fire Protection and Prevention	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Safety Intervention	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
•Hazard Communication/WHMIS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Health, Safety and Environmental Training				
a. Do you know the regulatory HSE training requirements for your employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
b. Have your employees received the required HSE training and re-training	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
c. Do you have a specific HSE training program for supervisors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Training Records				
a. Do you have HSE and training records for your Employee's?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
b. Do the training records include the following:				
• Employee identification	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• Date of training	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• Name of trainer	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• Method used to verify understanding	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
c. How do you verify understanding of training? (Check all that apply)				
<input type="checkbox"/> Written test <input type="checkbox"/> Oral test <input type="checkbox"/> Performance test <input type="checkbox"/> Job Monitoring <input type="checkbox"/> Other (List)				

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