



**J. Banicki Construction, Inc.**

4720 E Cotton Gin Loop, Suite 240  
Phoenix, AZ 85040

480-921-8016 (phone)  
480-921-9456 (fax)

**Date:**

**Company Name**

**Reference:** Project Name  
JBCI Project No.

**Subject:** Subcontract Safety Management

Congratulations on your successful bid to perform subcontract work for J. Banicki Construction, Inc. on the above referenced project.

J. Banicki Construction, Inc. (Banicki) believes in creating an injury free work environment where all employees can go home safely to their families every day. It is our expectation that all subcontractors working on our projects follow our applicable safety standards along with all Federal, State and local safety and health regulations. Creating a safe working environment is paramount for all of our employees, subcontractor employees, owners' representatives, visitors, and the public.

Enclosed find the following project documents.

1. Subcontractor Safety Performance Questionnaire
2. Competent Person Form
3. Blank JHA Template

**Post –Bid:**

If your company chooses to adopt and follow our Safety Program, your company must acknowledge this in writing to our Project Manager. If your Safety and Health Program Meets or exceeds our Standard, you must submit the following documents before mobilizing and starting work on the project. A member of the Safety Department will review these documents.

- A copy of your written Safety and Health Program, or Site Specific Safety Plan, and Emergency Response Plan. This shall meet or exceed our company safety requirements.
- A completed and current Job Hazards Analysis or Work Plan that address hazards and corrective actions.
- Any company Safety and Health policies that are required or pertain to the work to be performed.
- Your Company's Drug & Alcohol Testing Policy and letter stating that all of your employees working on our project(s) have been tested and meet the company criteria of producing a negative result.
- Identifying the Competent Person(s), individuals trained in First Aid and CPR, and their training records.
- Acknowledgment of your responsibility to immediately report any OSHA or government agency inspections, all incidents, and investigate as required by our policy.
- Your training records for the employees who will be working on the project.
- Your responsibility to conduct and document weekly safety and health training meetings for all employees and furnish the documentation to the project upon request.

**Pre-Job Planning Meeting:**

Prior to the start of work, your Project Manager, Senior Manager, or supervisor must participate in a pre-job safety and planning meeting. Before the meeting is held, your company must have submitted all of the Post-Bid information detailed above.

**Subcontractor Safety Conformance:**

Banicki reserves the right to stop any part of subcontractor's work which we deem to be unsafe until satisfactory corrective action has been taken. Furthermore, we reserve right to remove subcontractor employees for safety violations.

If the subcontractor does not adhere to our safety and health program, their safety and health program, or violates applicable Federal, State and local safety and health regulations and standards, Banicki has the right, to take appropriate action as outlined in our contract.

J. Banicki Construction, Inc. is pleased to have your firm as a member of our team on this project and we look forward to working with you. If you require additional information, please contact our Safety Manager Chris Rodriguez at 480-320-4351.

Sincerely,

*Mike Abraham*

Mike Abraham  
President  
J. Banicki Construction, Inc.  
480-320-4359  
mabraham@banicki.com

Subcontractor's Initials \_\_\_\_\_