	Richard L. Oreair & Co. Safety Management System	Doc No:	SUBRELATION
		Initial Issue Date:	2/21/13
<b>CONTRACTOR-SUBCONTRACTOR WORKING RELATIONS</b>		Revision Date:	Initial Version
		Revision No.:	0
		Next Review Date:	2/21/13
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## Purpose

The purpose of this program is to ensure that we verify our subcontractor's competencies, establishes oversight methods and monitoring of their work in order to ensure safe and environmentally compliant work is performed at all times.

## Scope

This program applies all Richard L. Oreair & Co. locations that use subcontractors.

## General Requirements

The use of subcontractors must be pre-approved by Richard L. Oreair & Co. in accordance with our Subcontractor Management Plan and this program. Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics.

## Subcontractor Relations Requirements


### Competency Requirements

Subcontractors must be competent and capable to perform their assigned duties in a safe and environmentally sound manner. A verification process must be conducted to ensure that on-site subcontractors are competent and capable of performing their assigned duties in a safe and environmentally sound manner. The Richard L. Oreair & Co. manager hiring any subcontractor is accountable for verifying the written preapproval of the subcontractor per the Subcontractor Management Plan prior to any work being performed by the subcontractor. This includes a review of the subcontractor's safety history, safety program, insurance, etc.

Subcontractors must have the appropriate licenses, registrations, and insurance to complete their work. A verification process must be completed to ensure that on-site subcontractors have the appropriate licenses, registrations, and insurance to complete their work. The scope of work for the subcontractor will include a list of documentation required to meet regulatory and client requirements appropriate to the subcontracted work. The Richard L. Oreair & Co. manager hiring any subcontractor is accountable for obtaining, verifying and keeping copies of all required and appropriate documentation prior to any work being allowed to start by the subcontractor.

### Communications Requirements

Prior to the start of work Richard L. Oreair & Co. and any subcontractor will establish clear lines of communication that includes an effective reporting relationship. The aim of this process is to improve HSE performance by facilitating the interface of Richard L. Oreair & Co. activities with those of the client, other contractors and subcontractors. Pre-work or project kickoff meetings shall be held before work starts and be documented to ensure the subcontractor is completely aware of the reporting and communications requirements between Richard L. Oreair & Co., its client and the subcontractor.

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Prior to the start of work Richard L. Oreair & Co. and any subcontractor must and will define clear roles and responsibilities. Aligning the various interests and areas of responsibility requires good working relationships between the client, contractors and subcontractors. This is particularly true if the subcontractor activities are difficult to monitor (e.g. distributed work groups, remote locations, transportation). The roles and responsibilities of Richard L. Oreair & Co., its client and the subcontractor will be included and documented in the pre-work meeting held prior to work starting.

### Emergency Planning

Prior to the start of work Richard L. Oreair & Co. and any subcontractor will establish an emergency action plan. Prior to the start of work Richard L. Oreair & Co. and any subcontractor will communicate the emergency response procedures and capabilities. Richard L. Oreair & Co. should contact all subcontractors to ensure their roles in emergency response plans are known. Subcontractors must follow emergency planning requirements for any Richard L. Oreair & Co. client location.

### Oversight

An appropriate level of oversight and monitoring must and will be put in place to verify subcontractor performance for the life of the contract. Richard L. Oreair & Co. should periodically review the HSE performance of all subcontractors and verify compliance with regulatory and work-specific requirements, safety key performance indicators and other agreed upon requirements.

Richard L. Oreair & Co. and each subcontractor shall meet no less than every 3 months and at the end of the project to formally evaluate the subcontractor's regulatory and work-specific compliance and performance. The meeting shall be documented and if the client wishes to attend an invitation will be sent to the appropriate client representative.

In addition, subcontractors are required to follow or implement the work practices and systems described below while performing work at Richard L. Oreair & Co. or client worksites:

- Attend all safety orientations, included in any pre-job meeting or kick-off meeting provided by Richard L. Oreair & Co. or client prior to any work beginning
- Monitor its employees for substance abuse and report nonconformities to Richard L. Oreair & Co.
- Be included in Richard L. Oreair & Co. tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment
- Report all injuries, spills, property damage incidents and near misses
- Comply with Richard L. Oreair & Co. and client safety and environment rules, policies, guidelines or procedures
- Implement Richard L. Oreair & Co. safety practices and processes as applicable
- Clean up and restore the worksite after the job is over
- Ensure compliance with regulations at all times