

HINES VAH CONTRACTOR SAFETY DISCIPLINARY PROCEDURES

All contractor and sub-contractor employees are expected to comply with jobsite rules and OSHA regulations, and to follow established operating procedures set forth by the HINES VAH. Violations, and repeated violations will not be tolerated and superintendent/foreman will be held accountable for the conduct of contractor and sub-contractor employees.

Superintendents and foremen are required to take action when a violation is observed or brought to their attention. Immediate action to control or eliminate a hazard is required.

In the event a violation/repeat violation is observed, the following procedures have been established to place an employee and the contractor on notice.

Notice Action

First Offense A written warning from the Contracting Officer (CO) to the contractor (Copy to the Contracting Officer Representative (COR) will address the violation of the employee and the contractor. A copy will be provided to the superintendent and one placed in the contract file and the HINES VAH construction safety office file, referencing the violation and warning, including date and time.

Repeated Offense A written letter of reprimand from the Contracting Officer addressed to the contractor with reference to the violation, and a request for replacement of the project superintendent. A copy of this letter will be given to the Contractor's main office, HINES VAH Construction Safety Office and a copy will be filed at HINES VAHs' Network Contracting Office (NCO) #6. Also a warning from the CO to the contractor (copy to COR) that a 3rd offense will result in "Stop Work" at no-cost to the government until a safety stand-down is completed by the contractor.

Final Offense A "Stop Work" at no-cost to the government will take place immediately and will not be removed until a safety stand-down (SSD) is completed by the contractor and its employees, and monitored by the HINES VAH Construction Safety Manager. Requirement for immediate replacement of superintendent will result. Documentation of the offense and completion of SSD will be filed at the HINES VAH Construction Safety Office and the NCO #6.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by HINES VAH and so that contractor, sub-contractors and their employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack or appropriate documented discipline may be a violation of federal, state laws and regulations.