



MAGNUM CONSTRUCTION SERVICES INC.

SUBCONTRACTOR SAFETY MANAGEMENT PROCEDURE

Document Code: MCS-QHSE-05 | **Revision:** 1.0 | **Effective Date:** October 31 2025

1. PURPOSE

To establish procedures ensuring that all subcontractors working for Magnum Construction Services Inc. operate under the same health, safety, and environmental standards required of Magnum personnel.

This procedure aligns with:

- **OSHA 29 CFR 1926 and 1910**
 - **ISO 45001:2018** Occupational Health & Safety Management Systems
 - **U.S. Army Corps of Engineers EM 385-1-1**
 - **Client contractual safety clauses**
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2. SCOPE

Applies to every subcontractor, vendor, and lower-tier subcontractor performing construction, fabrication, or service work at Magnum-controlled facilities or job sites.

3. OBJECTIVES

- Ensure subcontractors comply with all applicable regulations and Magnum safety requirements.
 - Evaluate subcontractor safety performance before contract award.
 - Establish communication, reporting, and auditing mechanisms.
 - Promote a shared safety culture across all trades and partners.
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4. RESPONSIBILITIES

Role	Key Duties
Executive Director / CEO	Approves this procedure and ensures adequate resources for enforcement.
Corporate EHS Director	Oversees prequalification, auditing, and performance tracking.
Project Manager	Verifies subcontractor compliance before mobilization and throughout the project.
Site Safety Officer	Conducts orientation, inspections, and monitors daily performance.
Subcontractor Management	Implements equivalent safety procedures, submits documentation, and enforces compliance among workers.

5. PREQUALIFICATION PROCESS

1. **Safety Prequalification Form** (MCS-QHSE-05-F01) completed before bid award.
 2. Evaluation Criteria (minimum standards):
 - $EMR \leq 1.00$ for last 3 years.
 - $TRIR \leq 1.00$ or below industry average per BLS.
 - Zero willful or repeat OSHA violations within 3 years.
 - Copy of Safety Manual and Training Matrix.
 - Evidence of drug testing and fitness-for-duty programs.
 3. Results recorded in Subcontractor Safety Database. Only approved firms may mobilize.
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6. ORIENTATION & ONBOARDING

- All subcontractor personnel must complete Magnum's **Site Safety Orientation** prior to starting work.
- Orientation includes:
 - Review of PSSP, site rules, PPE requirements, and emergency procedures.



- Review of Stop-Work Authority policy and incident reporting requirements.
- Signature on Orientation Attendance Log (MCS-QHSE-05-F02).

7. DOCUMENTATION REQUIREMENTS

Subcontractors shall provide before mobilization:

- Safety Manual and written programs (e.g., HazCom, Fall Protection, LOTO).
- OSHA 300/300A logs for previous 3 years.
- Training certificates for all workers.
- Copy of site-specific safety plan (PSSP) approved by Magnum Safety Director.
- Insurance certificates meeting contract requirements.

8. DAILY AND WEEKLY REQUIREMENTS

- Participate in daily toolbox talks and weekly site safety meetings.
- Submit JHAs for high-risk activities prior to commencement.
- Maintain clean work areas and proper housekeeping.
- Ensure PPE is issued and used properly.
- Report near-misses and incidents immediately to the Site Safety Officer.

9. PERFORMANCE MONITORING

- **Weekly inspections** by Magnum Safety Officer document findings in the Subcontractor Audit Form (MCS-QHSE-05-F03).
 - **Monthly scorecards** track TRIR, incident reports, and corrective actions.
 - Persistent non-compliance triggers escalation:
 1. Verbal Notice → Written Notice → Work Suspension → Contract Termination.
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10. INCIDENT REPORTING AND INVESTIGATION

- All subcontractor incidents must be reported to Magnum within **1 hour** of occurrence.
- Joint investigation conducted by Magnum and subcontractor management.
- Root cause analysis completed within **24 hours**, with corrective actions entered into the Corrective Action Register (CAR).
- OSHA-reportable incidents filed per federal timelines (8/24/72 hour rule).

11. AUDITS & PERFORMANCE REVIEWS

- **Monthly audits** verify compliance with the PSSP and corporate standards.
- **Quarterly performance reviews** conducted by the Corporate EHS Director.
- Results impact future bid eligibility and preferred vendor status.

12. SUBCONTRACTOR NON-COMPLIANCE PROTOCOL

Level	Description	Corrective Action
Level 1	Minor observation – no immediate hazard	Verbal correction / document on inspection form
Level 2	Unsafe condition posing potential risk	Written notice / corrective action plan within 24 hrs
Level 3	Repeated violations or serious incident	Stop work / formal review with Project Manager
Level 4	Willful or gross negligence / injury event	Contract suspension or termination after executive review

13. RECORD KEEPING

All subcontractor safety records (training, audits, incidents, correspondence) shall be retained for **five (5) years** after project completion under **Records Management Policy (MCS-ADM-04)**.



14. CONTINUAL IMPROVEMENT

Lessons learned and audit data feed into the Corporate Safety Management System (MCS-QHSE-03).

Subcontractors with outstanding performance receive recognition through the “Magnum Safety Excellence Award.”

15. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____
