



SUBCONTRACTOR PROJECT RELEASE

CCINC Edition – 5/16/2022RG

Release No. **SC-XXXX-XXX**

This Subcontractor Project Release (“Project Release”) dated, **XX/XX/20XX** is made and entered into by and between:

CLARK CONSTRUCTION INC
P.O. Box 10625
Bainbridge Island, WA 98110
Telephone: (206) 842-5450 Fax: (206) 842-3895
Project Email Address

(Hereinafter referred to as **Contractor**)

And

Subcontractor Name

Subcontractor Address

Telephone: **(XXX) XXX-XXXX** Email: **XXXXXX@XXXXX.XXX** Fax: **(XXX) XXX-XXXX**

(Hereinafter referred to as **Subcontractor**)

(In addition, Contractor and Subcontractor may individually be referred to as Party or together as Parties)

This Project Release is subject to the terms and conditions of the **Master Subcontractor Agreement** dated **XX/XX/20XX** by and between the Subcontractor and the Contractor (hereinafter referred to as the “Master Agreement”).

Contractor, for full, complete and faithful performance of Work by Subcontractor, agrees to pay Subcontractor in the form of a **Lump Sum** in the amount of **AMOUNT DOLLARS AND ZERO CENTS (\$XXX.XX)** unless otherwise specified below.

In consideration, therefore the Subcontractor agrees as follows:

1. To furnish and perform all work as described herein. Work is to be performed in a timely and workman-like manner at:

Procure Project Name
Procure Project Number
Procure Project Address
Procure Project City, Procure State, Procure Zip Code

(Hereinafter referred to as “**Project**”)
For

Name of Owner

(Hereinafter referred to as “**Owner**”)

Subcontractor acknowledges that any work performed under this Project Release must be in accordance with the **Prime Contract** dated **XX/XX/20XX** between the Owner and the Contractor, which is incorporated herein by such reference, along with the general and special conditions of the Prime Contract, as well as any supplemental addenda; and in accordance with the Contract Documents set forth in the Prime Contract for the construction of the Project inclusive of the attached Exhibit B “Contract Documents List”. Subcontractor acknowledges the timeline for the work being performed per the attached Exhibit A “Project Schedule”.

2. To the extent of the subcontracted work, Subcontractor agrees to be bound by all laws, regulations, orders, all terms and conditions of the Prime Contract, and all terms and conditions of this Project Release. Subcontractor warrants that it is in compliance with all federal, state, and local licensing requirements, and is currently in good standing with all applicable regulatory agencies; specifically, Subcontractor must be in compliance with RCW 39.04.350, if applicable.
3. The Parties agree the Work to be performed by the Subcontractor on this Project shall include, but is not limited to, the following:

Work Description:

Inclusions:

Exclusions:

CONTRACTOR

Clark Construction Inc

By: _____

CONTRACTOR'S Registration No.
Expires

20-5602775

CONTRACTOR'S Federal I.D. Number

602-653-226

CONTRACTOR'S UBI Number

SUBCONTRACTOR

Subcontractor's Name

By: _____

**SUBCONTRACTOR'S Registration No.
Expires**

**SUBCONTRACTOR'S Federal I.D.
Number**

SUBCONTRACTOR'S UBI Number

- Exhibit A- Project Schedule
- Exhibit B- Contract Document List
- Exhibit C- Safety Card (English)
- Exhibit C- Safety Card (Spanish)
- Exhibit D-Site Specific Safety Plan
- Exhibit E- Schedule of Values
- Exhibit F- Procurement Log

Exhibit C-Safety Card (English)

ZERO INCIDENT / ZERO INJURY IS OUR GOAL!

CLARK CONSTRUCTION JOBSITE SAFETY ORIENTATION

PPE REQUIREMENTS	<ul style="list-style-type: none"> • Eye Protection / Safety Glasses – mandatory at all times • Hardhats required (*When overhead hazards are present & outside) • Hearing Protection • Proper Boots / Sturdy Footwear • Sleeved Shirts required • High Visibility Attire required • Any other trade specific PPE
FALL PROTECTION	<p>4-foot rule – Over 4 feet must be tied off / protected by a Personal Fall arrest system, guardrail system or equivalent *(10 feet or higher when working on scaffolding)</p> <p>ZERO TOLERANCE</p>
WEEKLY SAFETY MEETINGS	Weekly safety meetings require your attendance. The date and time are posted on your jobsite. A member from your team must be present to translate if needed.
TOOLS & EQUIPMENT	All power tools must have functioning guards. Use eye protection. Cords must be in good shape – free of frays or cuts.
HOUSEKEEPING	You are required to keep your work area clean and free of hazards DAILY. Remove all waste materials in a timely manner.
INCIDENT REPORTING	All incidents or near misses must be reported to the Supervisor immediately. Call 911 immediately if more than first aid is needed.
LADDER SAFETY	<ul style="list-style-type: none"> • Ladders must be in good working condition / without structural defects • Know your ladder’s load limit – and never exceed it • Ladders must be used only on stable, non-slip and level surfaces unless secured and provided with slip-resistant feet to prevent accidental displacement • Ladders should never be moved or extended while occupied
ELECTRICAL SAFETY / POWER CORDS	<ul style="list-style-type: none"> • Use a GFCI on all extension cords • Plugs missing ground pins must be taken out of service immediately • No more than two extension cords may be plugged into each other • <u>Do not use damaged cords or plugs! Also, do not use electrical or duct tape to patch a damaged extension cord or plug</u> • Inspect all cords before use – and take all defective or damaged cords out of service
SUBSTANCE ABUSE / TOBACCO	No Tobacco, Marijuana or Alcohol is allowed on the jobsite
FIRE PREVENTION	<ul style="list-style-type: none"> • Fire extinguishers are in the job trailer and throughout the site • Call 911
HORSEPLAY / VIOLENCE	Horseplay or violence will not be tolerated. You will be asked to leave the job site permanently if you engage in these behaviors.

Exhibit C-Safety Card (Spanish)

CERO INCIDENTE/ CERO LESIONES- ¡ES NUESTRO OBJETIVO!

GUÍA DE SEGURIDAD PROYECTOS DE “CLARK CONSTRUCTION”

REQUERIMIENTOS DE PROTECCIÓN PERSONAL	<ul style="list-style-type: none"> Protección para ojos/lentes de seguridad –obligatorios Cascos requeridos (*Cuando están presentes los peligrosos suspendidos y mientras trabaje afuera) Protección auditiva Botas apropiadas/calzado robusto Camisa de manga requerida Se requiere vestimenta de alta visibilidad Cualquier otro PPE específico del comercio
PROTECCIÓN CONTRA CAÍDAS	<p>Regla de 4 pies – Más de 4 pies debe estar atado/protegido por un sistema personal de detención de caídas, sistema de barandilla o equivalente. *(10 pies o más cuando se trabaja en andamios)</p> <p>TOLERANCIA CERO</p>
RE UNIONES SEMANALES DE SEGURIDAD	<p>Reuniones semanales de seguridad requieren su asistencia. Fecha y hora se publicarán en su lugar de trabajo. Un miembro de su equipo debe estar presente para traducir de ser necesario.</p>
HERRAMIENTAS Y EQUIPOS	<p>Todas las herramientas eléctricas deben tener protectores funcionales. Use protección ocular. Los cordones deben estar en buena condición – sin deshilar ni cortes.</p>
LIMPIEZA	<p>Es requerido mantener su área de trabajo limpia y libre de peligros diariamente. Retire todos los materiales de desecho prontamente.</p>
INFORMES DE INCIDENTES	<p>Todos los incidentes ó accidentes deben notificarse al supervisor inmediatamente. Llame al 911 inmediatamente si necesita más atención que primeros auxilios.</p>
SEGURIDAD DE ESCALERAS	<ul style="list-style-type: none"> Escaleras deben estar en buen estado de funcionamiento/ sin defectos estructurales Conozca el límite de carga de tu escalera y nunca lo exceda Escaleras deben utilizarse únicamente en superficies estables, antideslizantes y niveladas, a menos que estén aseguradas y provistas de patas antideslizantes para evitar desplazamientos accidentales Escaleras nunca deben ser movidas ó extendidas mientras en uso
CABLES DE ALIMENTACIÓN, ENCHUFES Y LA SEGURIDAD ELÉCTRICA	<ul style="list-style-type: none"> Utilizar un GFCI en todos los cables de extensión Los tapones faltantes de los pines de tierra deben ser sacarse de servicio inmediatamente No más de dos cables de extensión deben conectar entresí <u>¡No utilice cables o enchufes dañados! Además, no utilice cinta eléctrica o de conducto para parchar un cable de extensión dañado o enchufe</u> Inspeccione todos los cables antes de su uso – tome todos los cables defectuosos o dañados fuera de servicio
ABUSO DE SUSTANCIAS/TABACO	<p>El tabaco, la marihuana y el alcohol están prohibidos en el proyecto</p>
PREVENCIÓN DE INCENDIOS	<ul style="list-style-type: none"> Extintores de incendios están en el remolque del proyecto por doquier Llame al 911
PELEAS/VIOLENCIA	<p>Pelears ó violencia no serán tolerados. Se le pedirá que abandone el lugar de trabajo permanentemente si se involucra en estos comportamientos.</p>

Exhibit D- Site Specific Safety Plan



Site Specific Safety Plan: PROJECT NAME HERE

This Site-Specific Safety Plan (SSSP) is to be used in conjunction with the Clark Construction company safety and health program & manual and all applicable WISHA / OSHA regulations. It is to be submitted to the Safety Administrator **prior to work beginning**. A copy of this SSSP is to be kept on site and updated as the project scope of work changes. The SSSP will be reviewed by the Clark Construction Safety Administrator during on-site inspections. All additional SSSP's from Subcontractors must also follow the same procedure as above (submitted to the Safety Administrator **before work begins** – and also filed/kept on the job site.)

(*NOTE TO SUBCONTRACTORS: If using this template, you must abide by the Clark Construction company safety and health program & manual and all applicable WISHA / OSHA regulations – plus all Subcontractor & Trade-Specific Environmental, Health, and Safety Requirements. The template is not all inclusive and Subcontractors are expected to supplement as needed to address regulatory compliance and ensuring the health and safety of their employees while working with Clark Construction. ****All Subcontractors and their Employees must review the Site Specific Safety Plan (SSSP) and either watch the Clark Construction Subcontractor PowerPoint Safety Orientation or read the Clark “Zero Incident / Zero Injury” safety card prior to starting work on any Clark job site. Both require an acknowledgement signature of completion.***)

Section 1.0 – Company Information and Key Contacts for Project

Company:	Procure Subcontractor Company Name	
Company Address:	Procure Subcontractor Address	
Project Name:	Procure Project Number and Procure Project Name	
Project Address:	Procure Project Address Procure Project City, Procure State, Procure Zip Code	
Site Specific Safety Plan (SSSP) approved by:		Approval Date:
Project Manager: Procure Project Manager (roles on Home Page Project Directory Settings for as many in this list as possible marked in yellow)		Procure Project Manager Phone #:
Project Lead / Site Supervisor: Procure Project Lead/Site Supervisor		Lead / Supervisor Cell Phone #:
On-Site Safety Officer:		On-Site Safety Officer Cell Phone #:
Assistant Project Lead:		Assistant Project Lead Phone #:
Safety Administrator:		Safety Administrator Cell #:
Nearest Hospital to Job site:		Stretch & Flex Lead:

Utility Shut off locations on Site: (*stated, mapped & posted on site)	Building Evacuation Plan: (*stated, mapped & posted on site)
Incident Reporting* (See Clark Incident Reporting system procedure attached):	Incident Report Phone #: 206-502-3437

Section 2.0 – Clark Jobsite Set Up Safety Checklist (Pick up materials in the Clark Safety office where noted with a *)

Job site safety signage *
Zero Incident / Zero Injury cards *
Safety Acknowledgement forms * (for the ZIZI card and Safety PowerPoint)
Stretch & Flex Program *
Hardhat stickers * (for Subcontractor acknowledgement to safety orientation)
WISHA / L&I / Worker’s Rights Poster for job trailer *
Fire extinguishers
Initial PPE supplies *
First Aid Kit
AED (If possible)

Section 3.0 – Work Location(s)

Project Building(s)/Room(s):	
SFR	

Section 4.0 – Subcontractors Covered by this Site-Specific Safety Plan

Subcontractor Name	Tasks/Role	Contact

Section 5.0 – Qualified/Competent Persons (where applicable)

Some job tasks need involvement from specially Qualified and Designated personnel.

A WISHA-defined "Qualified Person" is “one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.”

A "Competent Person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them". By way of training and/or experience, a Competent person is knowledgeable of applicable standards, can identify workplace hazards relating to the specific operation and has the authority to correct them.

Some standards add more specific requirements which must be met by the Competent Person. This matrix names some of the job tasks that require a Competent Person, Qualified Person or a Registered Engineer. This list is not all inclusive and **it is the responsibility of the Clark Project Leadership Team to identify, and staff the job appropriately.**

Job Type	Qualification Type	N/A	Employee Name
Supervise Safety on the Job Site	Competent		
Supervise Demolition Activities	Competent		
First Aid/CPR Trained Personnel	Trained		
Fall Protection Supervision/Inspection of Fall Protection Equipment	Competent		
Fall Protection Plan Development/Anchors	Qualified		
Ladder Inspections	Qualified		
Supervise Scaffold Erection/Dismantlement	Qualified		
Scaffold Inspection	Qualified		
Supervise Trench/Excavation Activities	Competent		
Approval of Sloping and Benching Systems	Qualified		
Protective Systems for Excavations > 20 ft.	Registered Engineer		
Heavy Equipment Operation	Qualified		
Electrical Workers (working near/on energized parts)	Qualified		
Crane Safety	Competent		
Rigging Safety	Competent		
Powder Actuated Tool Use	Qualified/ Licensed		
Evaluate Potential Employee Exposures to Silica and Implement required Exposure Control Plan	Trained		

Section 6.0 – *PPE that will be used throughout the duration of the project

MANDATORY ON ALL CLARK JOBSITES:

<input type="checkbox"/> Hard Hat (*where overhead hazards are present)	<input type="checkbox"/> Safety Vest / Hi-Vis clothing	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Sturdy, above ankle Work Boots	<input type="checkbox"/> Ear Plugs / Muffs	<input type="checkbox"/> Gloves
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WHEN APPLICABLE / NEEDED:

<input type="checkbox"/> Face Shield	<input type="checkbox"/> Respirator (Type:)	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Nitrile Gloves	<input type="checkbox"/> Other Trade Specific PPE:
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*Additional required PPE should be identified in the control column of the task hazard analysis (Section 9.0)

Section 7.0 – Injury Reporting

All Employees and Subs will report all mishaps and near misses immediately to their Supervisor and the Clark Construction Project Lead, who shall then report to the Clark Safety Administrator. All cases that require more than First Aid, involve hospitalization for inpatient care of one or two people, high visibility mishap, or high visibility near miss must be reported within 1 hour. An initial report must be submitted to the Clark Construction Safety Administrator within 8 hours. A detailed follow up report including: a company incident report, investigation findings, initial corrective actions, proposed and or completed corrective actions and lessons learned shall be sent to the Project Lead and the Clark Construction Safety Administrator within 24 hours.

Section 8.0 – Job Specific Hazard Analysis (How to complete the hazard analysis of the SSSP):

Step 1 – define the job (list scope)

Step 2 - List all basic job tasks in column 1, the hazards associated with them, and the required controls. They should line up. Each task performed should have the hazards identified and the controls that will be implemented to control potential injuries and/or exposures. There are some examples of potential tasks that may be associated with your work at JPL below. Use them if they apply for columns #2, # 3 in the form, above; **but review the example information provided below and modify before submitting.** Additional tasks, and additional controls within the basic tasks listed below may need to be added, depending upon your specific situation, your company policies and your safety representative’s analysis. Be sure to list the hazards rather than the injuries, accidents or other results of a hazard. For example:

Hazard: A potential danger. Poor housekeeping, objects on the floor.

Accident: An unintended event that may result in injury, loss, or damage. Tripping on the objects is an accident.

Injury: Result of an accident, such as a sprained ankle suffered from tripping on the objects left in the work area and falling.

*****Please complete the preferred format for this section of the SSSP (Job Hazard Analysis) below. Please make certain that you have detailed each operation within the plan and include the applicable safety PPE and equipment needed and planned for each operation.***

JOB HAZARD ANALYSIS (JHA FORM)

Date:
Company Name:
Project Name & Address:
Onsite Supervisor / Competent Person:
Emergency Contact:
Emergency Contact Number:
Description of work to be performed on site:
List PPE that employees are required to wear in your trade:
NOTE: Clark Construction requires that Hardhats, Safety Glasses (at all times) and Hearing protection are to be worn on all Clark jobsites.
Hazardous Materials that will be used on site: *(SDS'S Must be submitted to the Superintendent before work commences)

JOB HAZARD ANALYSIS (cont.)

Task to be performed / Sequence of job steps:	Potential Hazard(s) / Accidents:	Recommended Preventative Action(s):

NOTE: Is there exposure to a fall hazard in your tasks of 10 feet or greater? Circle YES or NO here. If the answer is YES, a separate Site-Specific Fall Protection Plan (SSFP) MUST be submitted along with this plan to the Project Superintendent before work can begin.

****PLEASE NOTE: Please add any additional trade - specific information outside of the above SSSP if needed. If you need aid with this form, speak to your company lead or contact the OSHA helpline at: 1-800-321.6742.***

SIGNATURE:

I, _____ (Competent person) with _____ (Company name) will discuss with each of our company's workers at this site the potential hazards and preventative actions related to their tasks set forth by this safety plan before our work begins on this site.

Date: _____

Exhibit E- Schedule of Values



Subcontractor: ProcoreSubcontrator Name

Project Name: Procore Project Number and Name

Date: Procore Date of Contract

Line Item	Description	Scheduled Value
1	ExEDesc1	ExESOV1
2	ExEDesc2	ExESOV2
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

TOTAL	\$ -
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Exhibit F- Procurement Log



Project Name: **Procure Project Number and Name**

Trade Partner:

Date:

Product	Submittal Date	Product Lead Time	Required Delivery Date	Scheduled Delivery Date

