



Subcontractor Project Management Plan

FOR

LAYTON PROJECT:

COMPANY:

CONTACT NAME:

ACTIVITY:

	Written by:	Reviewed by:	Accepted by:
Signed			
Date			

Issue	Date	Description of Revisions	Change Introduced by	Change Accepted by

1. Purpose

The purpose of the Subcontract Project Management Plan is to focus on production and safety plans necessary for successful completion of the project.

First, identify and communicate the efficiency of the workflow process with the crew size necessary to meet the project schedule durations. Second, plan use of equipment, tools, and staging logistics to assist in the production of the work flow. Third, identify safe practices to execute the scope of work and resolve challenges as a result of the work flow and schedule sequencing specific to the project.

This will assist in the operations by having a better understanding of work conducted in a manner that is productive, minimizing impact to those affected, schedule and to meet Layton Construction's expectations in safety and quality.

Instructions are indicated in **BLUE** for each section.

2. Key Personnel, Responsibilities and Contact Information

The following key personnel, responsibilities and contact information are identified.

Name	Title/ Position	Phone	Email	Responsibilities

Exhibit D: Competent Person Form has been filled out and is attached herein.

Identify all key personnel, responsibilities and contact information for the planned work. Information provided should include but not limited to:

- *Persons with specific responsibilities, e.g., Owner / CEO, Project Manager, Superintendent, Foreman, Safety or Safety Representative.*
- *Competent Persons*
- *Sub-tier contractor company information if applicable*

Those persons identified above are required to take all reasonable steps to ensure that they are readily accessible for contact when necessary.

3. Scope of Work

The scope of work description should reflect the scope of subcontractor's work as set forth in the subcontract agreement, to the extent any discrepancies exist between the description here and the description in the subcontract agreement, the subcontract agreement description governs.

4. Methodology

Insert the sequence and method of work. The details should be written in short and clear statements. Where applicable make cross references to Quality Control (QC) inspection. Include relevant plan document and other associated documents.

The methodology should include but not be limited to:

- *Summarise description of work methods with sequence of work flow*
- *Man-power, supervision to worker ratio*
- *Equipment, Tools, any special equipment / precautions needed*
- *Mobilization, Laydown area, Material handling and staging*
- *Lifting operations; overhead hazards, hoisting equipment (cranes, loaders, forklifts) rigging needed and Critical Picks*
- *Procurement; Long-lead Item; Material Handling/Storage (long-lead items are critical picks)*
- *Approved Materials and suppliers*
- *Access to work areas; man-lifts, stair towers, stair wells, platform ladders, etc*
 - *Safer alternatives to ladders whenever feasible (Ladders Last Requirements)*
- *Other subcontractors and/or sub-tier relevant to work*
- *Survey and layout requirements*
- *Environmental requirements / participation in SWPPP*
- *Housekeeping plan to include "Nothing Hits the Floor"*
- *Quality Control (QC); responsibilities to perform inspections of materials placed in walls, ceilings, floors, underground, concrete in-beds, projection, location, size, count, spacing, etc. prior to cover up. Other considerations; pressure test, access/egress, ADA, torque, welding, etc.*
 - *Local and jurisdiction authority specifications and Inspections requirements*
 - *Special inspections*
 - *Preliminary / First Work In Place Inspections*

Subcontractor Project Management Plan

Steps / Activity	Duration (days or weeks)	Man Hours	Equipment	Safety Protocol and/or Equipment

List total
days/weeks
above

List total
man hours
above

5. Projected Work Site Safety

The following Health & Safety Control Measures outline the specific hazards and plans to eliminate or to mitigate risk; Hazard Communication procedures are required in order to facilitate acceptable standards of health and safety associated with scope of work / methodology work activities.

- Site Specific Safety Plan (SSSP) First page of Layton's SSSP has been signed, and included herein.
- Safety Declaration – The Safety Declaration has been printed, signed, and included herein.
- Hazard Communication – the Haz-com plan and site specific inventory and SDS information has been submitted.
- The applicable Appendices from Layton's SSSP have been identified and included herein.

Identify foreseen hazard and protective measures which are applicable to your scope and methodology, that may include but not limited to the following:

- *Site specific plans for Fall Protection, Scaffolds and Excavations, etc. relative to scope*
- *Safety and health provisions / practices for work activities*
- *Construction Confined Spaces (29 CFR 1926 Subpart AA), list all known confined spaces*
- *Signs, signals and barricades for jobsite and public protection*
- *Control of hazardous energy (lockout / tag out)*
- *Fire protection and prevention*
- *Equipment to be used and any special precautions*
- *Inspection requirements; rigging, safety equipment, tools/equipment, etc.*
- *PPE requirements, mandatory and risk based*

6. Daily Project Planning and Risk Management

Before commencement of work each day, Layton will conduct All Hands Production / Coordination Huddle to include physical readiness stretch. Immediately after supervision will conduct a Pre-Task-Plan (PTP) with all members of your crews. In some cases, this may include other Contractors who may be affected by the operation.

Subcontractor field management shall ensure that the PTP is clearly understood by all of their employees. At the end of the PTP, the Subcontractor Supervisor will verify the crew members understand the steps / specifics, tools, equipment, including the specific hazards and control methods to safely perform their task. Only when the Subcontractor Supervisor is satisfied that the PTP is clearly understood by all crew members and other affected Contractors (if any), will works commence. A copy of the PTP will be delivered to Layton Construction's Superintendent for review.

Initial above to signify that your company will comply with the Daily Planning and Risk Management

7. Appendices

Insert all applicable appendices that may include but not be limited to:

- *List of Competent Persons*
- *Certifications, qualifications and training documentation: e.g. Man-lift Operators, Forklift Operators Equipment Operators, Flaggers, Crane Assembly/Disassembly Directors, etc*
- *Crane Pick Plans / Critical Pick Plans.*
- *Certifications of forklift, man lift and list of relevant qualified equipment operators*
- *Documentation to be available on site – include copy of Safety Data Sheet (SDS) and relevant information*
- *Approved Submittals, Shop Drawings, RFIs, plan document necessities – include relevant plan documents*
- *Relevant Specifications / Standards*
- *Quantity spreadsheets*
- *QC Plan*
- *Permits, legal relevant documentation, studies, etc.*
- *Plan documents, traffic control plans (on and off site)*
- *Relevant portions of Subcontractor provided materials*
- *PE stamped drawings, shop drawings, pick plans, etc.*
- *Environmental documentation*
- *Schedule of major activities*
- *Utility Information / Locates*
- *Geotechnical info*
- *Applicable SSSP Exhibits*