



"Every Employee Returns Home Safe... Every Day."
HCC Safety Mantra

Administrative Citation Policy

Contractors, Subcontractors & Sub-Subcontractors

It is the intent of the HCC Employee Safety Division to provide a safe, secure, and sound work environment for all employees directly or indirectly associated with any HCC project. At HCC, employee safety and well being is our number one priority above and beyond all others.

Non-HCC Employee Citation Policy

Subcontractors who violate these regulations will be subject to our **Safety Conduct Policy** as detailed below.

- a. Should an HCC representative observe any individual, employed by the subcontracting company or a sub-subcontractor, in direct breach of HCC/OSHA Safety Policies and Regulations, he/she will be issued a formal administrative warning for said breach, in which they will be required to sign and provide all necessary information upon request of the authorized HCC representative.
 1. The action taken at this first offense is at the sole discretion of the HCC authorized representative. He/she reserves the right to override a written warning and issue a formal administrative citation upon review of the situation, the offense, the offender, and all other applicable and attributable factors.
 2. Should the offender refuse to provide proper information, as requested, to the HCC authorized representative, the HCC representative reserves every right to order that the offender vacate the project site immediately for grave non-compliance.
- b. A subsequent observance of subcontractor breach of HCC/OSHA regulations will result in formal administrative citation and a **Two Hundred Fifty Dollar (\$250.00) Fine**, to be directly held against the general contractor/subcontractor contract.
- c. The second observance will result in an additional Administrative Safety Citation along with a **Five Hundred Dollar Fine (\$500.00)**, being held against the general contractor/subcontractor contract.
- d. Should the subcontractor receive a third administrative citation, the subcontractor will be fined a fee of **One Thousand Dollars (\$1,000.00)**, to be held against the original general contractor/subcontractor contract.
 1. In this event, HCC reserves every right to order that the subcontractor leave the premises immediately for grave safety regulation breach.
 2. Upon departure, the subcontractor will not be allowed to return to this project site.
 3. The Subcontractor, by breaching HCC/OSHA Safety Regulations for a third consecutive time, will hence forfeit their binding contract and all contractual agreements and/or negotiations will be terminated.
 4. HCC reserves every right to ensure that the project is completed by any proper, ethical and client-sanctioned means and/or methodology necessary, including but certainly not limited to, hiring an additional subcontractor to fulfill original obligations/requirements.
 5. The subcontractor will be fully responsible for any and all costs incurred in order to complete their work.
- b. Any Subcontractor that has direct or indirect issue or grievance with these regulations, protocol, and mandates should make that known before endorsing any contractual agreement or entering into any formal negotiation.

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