



Subcontractor Warning/Corrective Action Plan (CAP)

Revised 1-1-24

Wright Brother's Superintendent: _____	Project Name: _____
Subcontractors Name: _____	Date: _____
Contact: _____	Cell Phone: _____
The purpose of this warning letter/corrective action plan is to advise the subcontractor of serious unsafe work behavior/and or unsafe conditions that have been observed by the WBTBC team or other contractors.	
<input type="checkbox"/> NOTICE OF UNSAFE BEHAVIOR <input type="checkbox"/> NOTICE OF UNSAFE WORK CONDITIONS	
As an employer, it is your responsibility to comply with the following OSHA standards:	
OSHA General Duty Clause Section 5 Duties (a)(1)	
<i>"Each employer shall furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."</i>	
Section 5 (b)	
<i>"Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct."</i>	
Date of observation: _____	Time of observation: _____
Location of observation on the project: _____	
Name of person who made the observation: _____	Title: _____
Description of observation: _____ _____ _____	
Name of worker(s) observed: _____	
Was the worker removed from the jobsite? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SUBCONTRACTOR COMPLETES SECTION BELOW

COMPLETE AND RETURN THIS FORM TO THE WRIGHT BROTHERS SUPERINTENDENT
BEFORE YOU AND YOUR WORKERS CONTINUE WORK.

What is your Corrective Action Plan (CAP) to prevent this from reoccurring?

What changes were made to prevent this from happening again?

- Train the employee(s) Train the supervisor(s) Disciplinary Action for employee Hire or replace safety person
 Write a new policy/rule Enforce existing policy
 Routinely inspect for the hazards Provide Personal Protective Equipment Other: _____

Employee Signature: _____ Supervisor's Signature: _____