

APPENDIX A

PRE-JOB SAFETY MEETING DOCUMENTATION	
Date	Project:
	Location:
Meeting Location	Tender / Contract / PO Number
Attendance: SD43	Attendance: Contractor / Crew
SD43 Representative(s): _____	Contractor/Crew Representative(s): _____
Department/Division: _____	Company Name / Crew: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
Cellular: _____	Cellular: _____
Is the Contractor the Prime Contractor for the purposes of the Workers Compensation Act <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Person designated to supervise workers: _____

AGENDA				
Subject	Yes	No	NA	Discussion/Comment
JOB REVIEW (Check off items discussed)				
Contractor aware of site conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Composition of workforce (qualifications/experience)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peak manning levels Initially: Maximum:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace hazards: Overhead power/telephone lines U/G utilities (water, sewer, gas, cable, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spotter must be made available when excavating around services
DOCUMENT CONTROL (Check off items discussed)				
WCB Notice of Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WCB Clearance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certificates of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OHS Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspections/Audits and sign off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worker training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is everyone aware of the Prime Contractor, roles & responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prime contractor shall be responsible for enforcement of safety plan, rules, SWP's, JSA's, for all personnel on site.
Qualified Coordinator/Safety Coordinator identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify who is responsible to drive enforcement of safety on site.
OHS Plan reviewed by employees and sub-contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OHS Act & Regulations on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to provide inventory & copy of each MSDS
Toolbox meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily pre-start meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirement for additional SWP, JSA and/or control plans for hazardous activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site regulations and requirements (i.e. facilities, parking)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reporting requirements (including near misses)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAFETY (Check off items discussed)				
Asbestos materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical products (MSDS's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confined Space Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
De-energization & Lockout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interaction with Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EQUIPMENT (Check off items discussed)				
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Safety footwear (rubber boots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Protective clothing (rain suits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Dust protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Hand protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Hi-visibility vest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Fall protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Fire retardant clothing (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Communication available (i.e. telephone, fax, radios)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to enforce PPE compliance
FACILITIES (Check off items discussed)				
Office available for contract staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must be suitable for space for numbers of workforce and to provide shelter/meetings/lunchroom and office.
Toilets available for contract staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must have adequate number.
Separate hazardous materials storage available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleanliness and tidiness required throughout job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Orderly storage of equipment, flammables, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removal of waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE PREVENTION (Check off items discussed)				
Hot work permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Contractor personnel trained to use fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor to provide list.

