

Guidelines for Pre-Job Meetings



Application

These guidelines shall be used by Contract Authorities and **apply** to contracted work which is under the control of the University as “Employer” (service contract work), *and* contracted work which is under the control of the University as “Constructor” for a construction project. They **do not apply** to contracted work of a construction project which is under the control of a “General Contractor” hired as a “Constructor”. Where a “General Contractor” is hired as a “Constructor”, this will be the responsibility of the “Constructor”.

Purpose

The purpose of the pre-job meeting is to ensure that the University provides information to contractor(s) about site-specific hazards and any required coordination with the University employees, students, visitors and other contractors, as well as, to ensure that contractor(s) understand that they must fully comply with all applicable health and safety legislated requirements and relevant University policies, programs and procedures.

Guidelines for a Pre-Job Meeting

The Contract Authority shall ensure:

- 1) A pre-job meeting is held prior to the start of any work by contractor(s) (as defined in “Application” above). It may be necessary to hold additional safety meetings or coordination meetings depending on the complexity of the work. **However, it may not be necessary to hold a full additional safety meeting in cases where the contract does not involve complex or high risk work, does not involve a change in the contractor work force performing the work, the contract is of a recurring nature, and there are no new hazards or coordination issues that need to be discussed with the contractor(s).** [Note: where this option is exercised, ongoing monitoring/ auditing of contractors will be even more important and require further diligence].
- 2) That where complex work will take place (i.e. confined space entry, working at heights, etc), it is confirmed whether contractor policies and/or University policies or procedures will be followed by contractors and this should be recorded in the pre-job meeting form.
- 3) That contractor(s) have reviewed and signed the Contractor Safety Rules. As appropriate, the Contractor Safety Rules should be reviewed at the pre-job meeting
- 4) A pre-job meeting checklist is completed for each pre-job meeting with contractor(s).
- 5) The pre-job meeting addresses all job-specific hazards within the knowledge of the University and includes reference to any job coordination issues with University employees, students, visitors and other contractors. The pre-job meeting should also address any training in the University policies and procedures required for contractors. This should be determined at and recorded at the pre-job meeting.
- 6) That contractor(s) understand that they must fully comply with all applicable health and safety legislated requirements and relevant University policies, programs and procedures.
- 7) That contractor(s) are given an opportunity to ask questions about any safety-related aspects of the work.