

# Pre-Job Meeting Checklist



Meeting Date: \_\_\_\_\_

This checklist shall **be used** in pre-job meetings at which contracted work 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. It shall **not be used** for 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”.

U of G Contract Authority: \_\_\_\_\_

Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_

Time of Work (AM/PM): \_\_\_\_\_ Contract Order #: \_\_\_\_\_

Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Name(s): \_\_\_\_\_ Contractor Contact(s): \_\_\_\_\_

Phone #(s): \_\_\_\_\_ # of Employees on Site: \_\_\_\_\_

Employer Expectations of Contractor	YES	NO	N/A
The contractor(s)/the University has filed a Notice of Project (NOP form) and is registered with the Ministry of Labour as a construction employer (Form 1000)			
Contractor(s) have provided valid WSIB clearance certificate for themselves and any sub-trade working under their direction			
Contractor(s) have provided appropriate insurance for themselves, their employees and any sub-contractors (if applicable)			
Contractor(s) have provided a copy of the company's Health and Safety Policy			
Contractor(s) have received copies of all relevant University policies and procedures applicable to the work			
Contractors to follow: <ul style="list-style-type: none"> <li>• Their own relevant program(s)/procedure(s)</li> <li>• Relevant University of Guelph program(s)/procedure(s)</li> </ul> At the end of this checklist, specify the use of program(s)/procedure(s)			
Contractor(s) have reviewed and will follow the University of Guelph "Contractor Safety Rules" ( <b>Appendix C</b> ). Last review date: _____			
Contractor(s) have provided written acknowledgement that they will comply with the Occupational Health and Safety Act of Ontario and pertinent regulations, as well as the University's Contractor Safety Management Program and all applicable standards, codes, policies and procedures ( <b>Appendix D</b> )			
Contractor(s) have provided written acknowledgement that the training of their employees and health and safety policies and procedures are relevant to the type of work that will be performed ( <b>Appendix D</b> )			
Contractor(s) have been provided with appropriate emergency contact information			
Contractor(s) confirm that they shall ensure prompt first-aid treatment or medical attention to their injured workers and/or sub-contractors			
Accident reporting requirements have been confirmed with contractor(s)			
Good housekeeping requirements have been reviewed with contractor(s)			

<b>Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Contractor(s) confirm that they have provided the appropriate personal protective equipment to their employees and subcontractors to comply with legislative and University requirements.			
Contractor(s) confirm that they shall ensure that their employees and any sub-contractors use/wear the personal protective equipment provided.			
Safety Glasses/Goggles			
Safety Shoes			
Head Protection			
Hearing Protection			
Respiratory Protection			
Protective Gloves			
Fall Protection			

All hazards associated with the work within the knowledge of the University have been communicated to the contractor(s). The discovery of significant hazards that had not been communicated to the contractor(s) shall be conveyed to the Contract Authority who will ensure acknowledgement by the contractor(s). Contractors are required to adhere to all applicable health and safety legislation, University programs and procedures and their own procedures. These include but are not limited to:

<b>Significant Hazard Discovery</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Asbestos:			
Chemicals (WHMIS):			
Designated Substances:			
** Hot Work:			
Lockout/Tagout:			
Working in Hot Environments:			

\*\* If applicable, provide "Hot Work" Permit #: \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

The University of Guelph recognizes that certain types of work are inherently complex or high risk and require a written safe work plan to outline how the contractor intends to address the hazards associated with the work before any high-risk work commences.

<b>Safe Work Plan Inventory</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A written safe work [attach safe work plan to pre-job meeting checklist] plan has been completed by the Contractor and reviewed by the Contract Authority for the following operations:			
Confined Spaces Entry:			
Working at Heights (Fall Protection):			
Working "Live"/High Voltage Electrical Work:			
High Pressure:			
Excavations:			
Service Locates:			

The Contract Authority has determined that the following operations are high risk. A written safe work plan has been completed by the Contractor and reviewed by the Contract Authority:

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

<b>Acknowledgment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Frequency</b>
Contractor(s) acknowledge that "Tool Box Talks" will be conducted by them.				
Contractor(s) acknowledge that Site Safety Inspections will be conducted by them.				
Contractors' supervisory monitoring commitment to the University has been acknowledged and accepted by the contractors				

**Supervisory monitoring will be provided by:** \_\_\_\_\_

**Supervisory Plan:**

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The signatures below acknowledge that all the above requirements have been reviewed, understood and accepted by all parties:

U of G Contract Authority:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Site Supervisor:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_