



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 College as “Employer” (service contract work), and contracted work which is under the control of the College 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”.

Fleming Contract Authority: _____

Contract Authority Department: _____

Contact # of Contract Authority: _____

Location(s) of Contracted Work: _____

Date(s) of Contracted Work: _____

Time of Contracted Work (AM/PM): _____

Contract Order # (if applicable): _____

Description of Work:

Contractor Name(s): _____ Contractor Contact(s): _____

Contact #(s) of Contractor: _____ # of Employees on Site: _____



Employer Expectations of Contractor	YES	NO	N/A
The College has filed a Notice of Project (NOP form) and the contractor(s) has registered with the Ministry of Labour, Immigration, Training and Skills Development as a constructor/employer engaged in construction (Form 1000)			
The contractor(s)/the College has filed all other work notices if required (asbestos-removal work, trench work, diving operation, window-cleaning work, tunnels, shafts, caissons and cofferdams, suspended work platform system, use of crane, designation of separate projects)			
Contractor(s) have obtained and posted Safety Data Sheets (SDSs) for products used.			
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) has provided a copy of the company's Health and Safety Policy and a copy has been sent to safety@flemingcollege.ca			
Contractor(s) have received copies of all relevant College policies and procedures applicable to the work			
Contractors to follow: <ul style="list-style-type: none"> • Their own relevant program(s)/procedure(s) • Relevant Fleming College program(s)/procedure(s) At the end of this checklist, specify the use of program(s)/procedure(s)			
Contractor(s) have reviewed and will follow Fleming College "Contractor Safety Rules" (Appendix C). 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 College's Contractor Safety Management Program and all applicable standards, codes, policies and procedures (Appendix D)			
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 (Appendix D)			
Contractor(s) have been provided with appropriate emergency contact information			



Employer Expectations of Contractor	YES	NO	N/A
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) through the Contractor Safety Violation Direction form			
Good housekeeping requirements have been reviewed with contractor(s)			

Protective Equipment	YES	NO	N/A
Contractor(s) confirm that they have provided the appropriate personal protective equipment to their employees and subcontractors to comply with legislative and College 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			
Safety Clothing			
Head Protection			
Hearing Protection			
Respiratory Protection			
Protective Gloves			
Fall Protection			

All hazards associated with the work within the knowledge of the College 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, College programs and procedures and their own procedures. These include but are not limited to:

Significant Hazard Discovery	YES	NO	N/A
Asbestos:			



Significant Hazard Discovery	YES	NO	N/A
Chemicals (WHMIS):			
Designated Substances:			
** Hot Work:			
Lockout/Tagout:			
Working in Hot Environments:			
Other _____:			
Other _____:			
Other _____:			

** If applicable, provide "Hot Work" Permit #: _____

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

Safe Work Plan Inventory	YES	NO	N/A
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):			
Traffic Control Plan:			
Working "Live"/High Voltage Electrical Work:			
High Pressure:			
Excavations:			
Service Locates:			
Other _____:			
Other _____:			
Other _____:			

The Contract Authority has determined that the following operations are high risk. A written risk assessment and safe work plan has been completed by the Contractor and reviewed by the Contract Authority in consultation with the H&S department: Yes

Acknowledgment	YES	NO	N/A	Frequency
Contractor(s) acknowledge that "Tailgate/Safety Talks" will be conducted by them:				
Contractor(s) acknowledge that Site Safety Inspections will be conducted by them:				
Contractors' supervisory monitoring commitment to the College has been acknowledged and accepted by the contractor(s):				

Supervisory monitoring will be provided by: _____

Supervisory Plan:

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

Fleming College Contract Authority:

Name: _____

Signature: _____ Date: _____

Contractor Site Supervisor:

Name: _____

Signature: _____ Date: _____