

# Pre-Construction Work Safety Checklist

## JOB SITE INFORMATION

Manager(s) \_\_\_\_\_ Time/Date \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_ Location \_\_\_\_\_

## SAFETY REPRESENTATIVES

- Health and Safety representative required Name \_\_\_\_\_ Phone \_\_\_\_\_
- Joint Health and Safety Committee required Name \_\_\_\_\_ Phone \_\_\_\_\_

## HEALTH AND SAFETY MANAGEMENT

### Does the program address the following key elements?

- Management commitment and expectations  Yes  No
- Employee participation  Yes  No
- Accountabilities and responsibilities for managers, supervisors, and employees  Yes  No
- Resources for meeting health and safety requirements  Yes  No
- Hazard recognition and control  Yes  No
- All applicable legislative requirements  Yes  No
- Continuous improvement – corrective and preventative actions  Yes  No

### Does the program satisfy your responsibility under the law for:

- Ensuring your employees follow the safety rules?  Yes  No
- Advising owner of any unique hazards presented by the contractor's work and of any hazards found by the contractor?  Yes  No

### Does the program include work practices and procedures such as:

- Waste disposal?  Yes  No
- Vehicle safety?  Yes  No
- Utilities/locates?  Yes  No
- Traffic control?  Yes  No
- Powered industrial vehicles (cranes, forklifts, etc.)?  Yes  No
- Portable power tools?  Yes  No
- Personal protective equipment?  Yes  No
- Musculoskeletal Disorders (MSD) prevention?  Yes  No
- Housekeeping?  Yes  No
- Heat stress?  Yes  No
- Hazard communication and unsafe condition reporting?  Yes  No
- Fall protection?  Yes  No
- Excavation and trenching?  Yes  No
- Equipment lock out and tag out (LOTO)?  Yes  No
- Emergency preparedness, including evacuation plan?  Yes  No
- Electrical equipment grounding assurance?  Yes  No
- Designated substances?  Yes  No
- Confined space entry?  Yes  No
- Chemical hazards (WHMIS)  Yes  No
- Back injury prevention?  Yes  No

## HEALTH AND SAFETY MANAGEMENT (CONTINUED)

### Equipment and Materials

- Do you maintain the applicable inspection and maintenance certification records for operating equipment?  Yes  No
- Do you conduct inspections on operating equipment such as cranes, forklifts, etc. in compliance with regulatory requirements?  Yes  No
- Do you have a system for establishing applicable health and safety specifications for acquisition of materials and equipment?  Yes  No
- Do you maintain operating equipment in compliance with regulatory requirements?  Yes  No

### Personal Protective Equipment

- Is necessary personal protective equipment provided for employees?  Yes  No
- Does your program assure the protective equipment is inspected and maintained as per the manufacturer's recommendations?  Yes  No

### Corrective and preventative actions

- Do you conduct workplace health and safety inspections?  Yes  No
- Do you have a system for addressing regulatory noncompliance?  Yes  No
- Are corrective and preventative actions documented?  Yes  No
- Do you investigate accidents, injuries, and illnesses?  Yes  No

### Do you hold site health and safety meetings?

Yes  No

*If yes, what are the frequency of these meetings?*

### Are these health and safety meetings documented?

Yes  No

## HEALTH AND SAFETY TRAINING

### Health and safety orientation:

- Do you have a H&S orientation program for new hires and promotions?  Yes  No
- Does this program provide instruction on the following?
  - Accident, illness and injury investigation  Yes  No
  - Emergency procedures  Yes  No
  - First aid procedures  Yes  No
  - Toolbox meetings  Yes  No
  - Hazard communication  Yes  No
  - Safe work practices  Yes  No
  - Safety intervention  Yes  No
  - Safety supervision  Yes  No
  - Legislative requirements  Yes  No
  - Fire protection and prevention  Yes  No

### Training records:

- Do you have health and safety training requirements for your employees?  Yes  No
- Do you have training records?  Yes  No

## ON-SITE DOCUMENTATION

You are required to provide on-site documentation. The Project Manager will verify the following during the initial site visit:

- WSIB poster – “In Case of Injury”
- Health and safety meeting minutes
- Occupational Health and Safety Act (copy)
- Ministry of Labour inspection reports
- Accidental/Incident investigation reports
- City’s Code of Conduct Policy
- Workplace inspections/audits
- Registration of contractors and employers
- Notice of project
- Health and safety police and program

Received by project manager(s)

Received by on-site consultant(s)

We acknowledge our commitment to health and safety.

Contractor/constructor supervisor signature