

Pre-Construction/Work Safety Checklist

Date

Year

Month

Day

Time

☐ AM

☐ PM

Location

Project number

City project manager(s)

On-site consultant(s)

Contractor/Constructor supervisor(s)

Health and Safety representative required

Worker representative name

Telephone number

Joint Health and Safety Committee required

Management representative name

Telephone number

The Corporation of the City of London reminds their contractors and sub-contractors that they are required to work in a safe manner, and to comply with all applicable requirements of the **Ontario Occupational Health and Safety Act regulations and other applicable codes and standards.**

Health and Safety Management

1. Does the program address the following key elements?

a. Management commitment and expectations

☐ Yes

☐ No

b. Employee participation

☐ Yes

☐ No

c. Accountabilities and responsibilities for managers, supervisors and employees

☐ Yes

☐ No

d. Resources for meeting health and safety requirements

☐ Yes

☐ No

e. Hazard recognition and control

☐ Yes

☐ No

f. All applicable legislative requirements

☐ Yes

☐ No

g. Continuous improvement - corrective and preventative actions

☐ Yes

☐ No

2. Does the program satisfy your responsibility under the law for:

a. Ensuring your employees follow the safety rules?

☐ Yes

☐ No

b. Advising owner of any unique hazards presented by the contractor's work and of any hazards found by the contractor?

☐ Yes

☐ No

c. "Competent person"?

☐ Yes

☐ No

3. Does the program include work practices and procedures such as:

a. Back injury prevention?

☐ Yes

☐ No

b. Chemical hazards (WHMIS)

☐ Yes

☐ No

c. Confined space entry?

☐ Yes

☐ No

d. Designated substances?

☐ Yes

☐ No

e. Electrical equipment grounding assurance?

☐ Yes

☐ No

f. Emergency preparedness, including evacuation plan?

☐ Yes

☐ No

g. Equipment lock out and tag out (LOTO)?

☐ Yes

☐ No

h. Excavation and trenching?

☐ Yes

☐ No

i. Fall protection?

☐ Yes

☐ No

j. Hazard communication and unsafe condition reporting?

☐ Yes

☐ No

k. Heat stress?

☐ Yes

☐ No

l. Housekeeping?

☐ Yes

☐ No

m. Musculoskeletal Disorders (MSD) prevention?

☐ Yes

☐ No

n. Personal protective equipment?

☐ Yes

☐ No

o. Portable electrical/power tools?

☐ Yes

☐ No

p. Powered industrial vehicles (cranes, forklifts, manlifts, etc.)?

☐ Yes

☐ No

q. Traffic control?

☐ Yes

☐ No

r. Utilities/locates?

☐ Yes

☐ No

s. Vehicle safety?

☐ Yes

☐ No

t. Waste disposal?

☐ Yes

☐ No

4. Equipment and materials:

a. Do you have a system for establishing applicable health and safety specifications for acquisition of materials and equipment?

☐ Yes

☐ No

b. Do you conduct inspections on operating equipment (e.g. cranes, forklifts, manlifts, etc.) in compliance with regulatory requirements?

☐ Yes

☐ No

c. Do you maintain operating equipment in compliance with regulatory requirements?

☐ Yes

☐ No

d. Do you maintain the applicable inspection and maintenance certification records for operating equipment?

☐ Yes

☐ No

Health and Safety Management (Continued)

5. Do you hold site health and safety meetings (toolbox meetings)?

Are the health and safety meetings documented?

☐ Yes - frequency: \_\_\_\_\_

☐ No

☐ Yes

☐ No

6. Personal protective equipment (PPE):

a. Is applicable PPE provided for employees?

☐ Yes

☐ No

b. Does your program assure the PPE is inspected and maintained as per the manufacturer(s) recommendations?

☐ Yes

☐ No

7. Corrective and preventative actions:

a. Do you conduct workplace health and safety inspections?

☐ Yes

☐ No

b. Do you investigate accidents, illnesses and injuries?

☐ Yes

☐ No

c. Do you have a system for addressing regulatory noncompliance?

☐ Yes

☐ No

d. Are corrective and preventative actions documented?

☐ Yes

☐ No

Health and Safety Training

8. Health and safety orientation:

a. Do you have a health and safety orientation program for new hires, and newly hired or promoted supervisors?

☐ Yes

☐ No

b. Does this program provide instruction on the following?

i. Accident, illness and injury investigation

☐ Yes

☐ No

ii. Emergency procedures

☐ Yes

☐ No

iii. Fire protection and prevention

☐ Yes

☐ No

iv. First aid procedures

☐ Yes

☐ No

v. Hazard communication

☐ Yes

☐ No

vi. Legislative requirements

☐ Yes

☐ No

vii. Safe work practices

☐ Yes

☐ No

viii. Safety intervention

☐ Yes

☐ No

ix. Safety supervision

☐ Yes

☐ No

x. Toolbox meetings

☐ Yes

☐ No

9. Training records:

a. Do you have health and safety training requirements for your employees?

☐ Yes

☐ No

b. Do you have training records?

☐ Yes

☐ No

Accessibility for Ontarians with Disabilities Act (AODA) Training

10. Training records:

a. Do you provide training to your employees in accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service, and Ontario Regulation 191/11, Integrated Accessibility Standards?

☐ Yes

☐ No

On-site Documentation

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

• Accident/Incident investigation reports

• Ministry of Labour inspection reports

• Occupational Health and Safety Act (copy)

• Health and safety meeting minutes

• WSIB poster - "In Case of Injury"

• Health and safety policy & program

• Notice of project

• Registration of contractors and employers

• Workplace inspections/audits

• City's Code of Conduct Policy

Please return the completed form to the City of London project manager prior to the pre-construction/pre-work meeting.

Received by City project manager(s)

Received by on-site consultant(s)

We acknowledge our commitment to health and safety.

Signature of contractor/constructor supervisor(s)

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