

Section 19 – Pre-Job Requirements

PURPOSE The Pre-Job Construction Activities & Violence Risk Assessment Form is a listing of considerations that the site management team will have at their disposal to assist with the establishment and continuation of site specific accident prevention strategies.

SCOPE The pre-job requirements will be a combination of checklists designed to give the management team a guideline for consideration before and during the duration of the project.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Provide Pre-Job Construction Activities & Violence Risk Assessment Form and documentation where required.
- Collect completed Pre-Job Construction Activities & Violence Risk Assessment Form for review and distribution of required documentation.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Review Subcontractor documents to ensure all Subcontractors can implement their workplace specific requirements.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Complete all required Pre-Job Construction Activities & Violence Risk Assessment Form and documentation is complete and available for review where required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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Foreman Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

As it relates to the project and prior to the start of the project, the **Superintendent** will;

1. Review and complete the requirements for required health and safety material and site specific information on site where all workers may have access as referenced on the Pre-Job Construction Activities & Violence Risk Assessment Form **(19-1-1 - Form)**
2. When completed, the Superintendent will send the completed copy of the Pre-Job Construction Activities & Violence Risk Assessment Form **(19-1-1 - Form)** to the **Health and Safety Coordinator**.
3. Ensure that the site level requirements as part of the Daily Hazard Assessment – GAZZ Card have been reviewed, completed and documented.

DISTRIBUTION

Distribution of the completed documentation for the Pre-Job Construction Activities & Violence Risk Assessment Form will be distributed as follows;

- Superintendent
- Health and Safety Coordinator

RECORDS

All records will be documented and maintained in the Job Health and Safety Files and at Head Office by **Health and Safety Coordinator**.



19-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

Completed By (Print Name): _____

Project # and Location: _____

Project Start Date: _____

List Subcontractors to be used: _____

Construction Activities	Provide Details About the Location and Type of Work (Write N/A if Not Applicable to Project)
Asphalt Milling and/or Paving	
Work Near Vehicle Traffic (Highway/Roadway, Long Term/Short Term Closure)	
Type of Concrete Work (Curbs, Manholes, demolition etc.)	
Catch Basin / Manhole Adjustments	
Laying Road Base	
Night Work Required (Type of Work to Be Done)	
Powerline Work	
Trenching or Excavation	
Confined Space Entry (Manhole Entry)	
Designated Substances (Asbestos, Lead)	



19-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

Overhead Hazards (Power Lines, Bridges, Signs)	
Working at Heights	
Anticipated Extreme Temperatures (Heat or Cold Stress)	
Specialized Hazardous Products/Chemicals (Hydrated Lime)	
Work Near Water (Lake, River, Pond)	
Mobile Cranes / Hoisting	
Other Activity or Hazard	

Construction Project Violence Risk Assessment	
<i>Project Superintendent to consult with the H&S Rep regarding Workplace Violence and Harassment. Ensure Violence and Harassment training during orientation. Ensure Violence and Harassment documentation is posted on the project.</i>	
Will anyone be working alone?	
Will project location increase risk of workplace violence? (i.e. reportedly high crime area)	
Are hours of operation likely to increase the risk of violence? (e.g. night work)	
Other Activity or Hazard	