**Instructions for Completing the Pre-job Meeting Template:**

The Pre-job meeting template is to help identify topics to review and address safety in the initial planning meeting means that care can be taken to prevent incidents by ensuring:

* Proper planning and scheduling
* Effective communication
* Competent and efficient supervision
* Articulated safety rules and safe work procedures
* Adequate and effective worker training

The pre-job meeting template is not exhaustive and should be modified for your organization and be used in progress meetings and documenting on-going meetings or review change orders, follow up on serious incidents or major incidents that require a special meeting.

**Pre-job Meeting Agenda, Minutes & Attendance Roster**

|  |  |  |  |
| --- | --- | --- | --- |
| Date & Time: |  | | |
| Location: |  | | |
| Project Name: |  | | |
| Project Manager (Name): |  | | |
| Health & Safety Committee/Representative/ Contact |  | | |
| Prime Contractor Information (check N/A if not designated Prime role) | | | * N/A |
| Prime Contractor Name  (name of the organization, owner/employer) | |  | |
| Designated Person (Name) | |  | |
| Designated Person (Contact Info) | |  | |
| Project Prime Contractor Contact | |  | |

**Pre-Project Meeting Topics:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Describe Changes** | **Follow Up/ Recommendations** |
| * Project Scope |  |  |
| * Review Contractor Health and Safety Plan |  |  |
| **Description** | **Describe Changes** | **Follow Up/ Recommendations** |
| * Prime Role Expectations Reviewed, (N/A, if not designated) |  |  |
| * Project Records Filing & Responsibilities |  |  |
| * Project Tentative Close-Out |  |  |
| * Project Site Hazards Reviewed |  |  |
| * Field Level Hazard Assessment Processes |  |  |
| * H&S Policies Reviewed (H&S, Disciplinary, Harassment & Violence) |  |  |
| * Orientation & Training Confirmations & Records |  |  |
| * Schedules Confirmation (Meetings, Inspections, Drills) |  |  |
| * Procurement Procedures |  |  |
| * Logbooks - Equipment, PPE, Machinery & Maintenance Records |  |  |
| * Sub-contractor Pre-qualifications Hiring Practices |  |  |
| * Inspection Schedules |  |  |
| * Monitoring & Safety Observations |  |  |
| * Communication Plan Reviewed |  |  |
| * Incident Reporting – Minor, OHS, PSI, Near Miss |  |  |
| * Emergency Response Plan, including planned drills |  |  |
| * Owner/Employer Start/Stop/Resume Work Processes |  |  |
| * Owner/Employer Change Orders Reviewed |  |  |
| * Other Pre-job Issues/Concerns |  |  |

**On-going Project Activities:**

|  |  |  |
| --- | --- | --- |
| **Project Activity Reviewed** | **Meeting Notes** | **Follow Up/Recommendations** |
| Project Progress Reports from Contracting Employers |  |  |
| Previous Concerns Brought Forward |  |  |
| Training, Policies, Procedures |  |  |
| Incidents |  |  |
| Inspection Summaries |  |  |
| New Feedback/Issues/Concerns |  |  |
| Change Order Requests |  |  |
| Stop/Start/Resume Notifications |  |  |

**Additional Project Activities / New Business:**

|  |  |  |
| --- | --- | --- |
| **Project Activity Reviewed**  (add any new business not covered above) | **Meeting Notes** | **Follow Up/Recommendations** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance** (Please Print Name, Sign or E-sign confirmation of attendance) | | | |
| **Name** | **Signature** | **Name** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Review and Sign Off** | | |
|  | | |
| **Project Manager** | **Signature** | **Date** |
|  | | |
| **Committee/Rep**, if required | **Signature** | **Date** |
|  | | |
| **Prime Contractor Designated Person,** if required | **Signature** | **Date** |