

Appendix – 4A Pre-Project Checklist

The following form is to be used as guide by the project management team for the set-up of a site safety measures and is to be used in conjunction with the “Project Postings Checklist”.

PROJECT NAME:	COMPLETED BY:
DATE:	

For Items that do not apply – note N/A

ITEMS OF CONSIDERATION	DATE OF REVIEW	ACTIONS	DATE OF COMPLETION
IDENTIFY SITE BOUNDARIES			
CONSTRAINTS OF SITE BOUNDRIES			
• hoarding/fencing			
• parking areas			
• traffic plan (minimize backing-up of vehicles)			
• emergency access/egress			
• covered walkways			
• temporary site access/egress			
• permanent site access/egress			
• Other --			
DEFINE			
• Off loading areas			
• Lay down areas/ Compounds			
• Location of man/material hoist			
CRANES			
• Copy of Operators License			
• Location			
• Adjacent structures			
• Utilities			
• Swing path			
• Communication system			
• Crane Manual			
• Crane Log Book			
• Foundation eng. Drawings			
• Test blocks			
• NDT Testing/Eng. Report			

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ITEMS OF CONSIDERATION	DATE OF REVIEW	ACTIONS	DATE OF COMPLETION
HIGH VOLTAGE CONDUCTORS			
<ul style="list-style-type: none"> Identify w/signs & advise applicable trades 			
<ul style="list-style-type: none"> Locates current and done before any surface penetrations 			
<ul style="list-style-type: none"> Ensure proper working distances are maintained 			
<ul style="list-style-type: none"> Plan for work in the area – relocation of conductors, Insulation and/or lockout energy 			
FIRE PREVENTION			
<ul style="list-style-type: none"> Location of fire extinguishers 			
<ul style="list-style-type: none"> Location of waste storage containers 			
<ul style="list-style-type: none"> Location waste chutes 			
<ul style="list-style-type: none"> Location of waste containers 			
<ul style="list-style-type: none"> Fire hydrants / Stand Pipes 			
<ul style="list-style-type: none"> Flammable and combustible storage - Site Plan 			
<ul style="list-style-type: none"> Compressed Gas Storage Location 			
OTHER ITEMS			
<ul style="list-style-type: none"> First-Aid Supplies 			
<ul style="list-style-type: none"> Washrooms and Clean-up Facilities 			
<ul style="list-style-type: none"> Set –up communications system 			
<ul style="list-style-type: none"> Potable Drinking water 			
<ul style="list-style-type: none"> Arrange for Security Coverage 			
<ul style="list-style-type: none"> Camera and film for on-site use 			
<ul style="list-style-type: none"> Equipment over 10 hp with operators manuals 			
<ul style="list-style-type: none"> Ensure that the Formwork contractors has Competent person designated by P. Eng. to inspect formwork/false work prior to pours 			
<ul style="list-style-type: none"> Ensure P. Eng. Design drawings for all formwork/falsework 			
<ul style="list-style-type: none"> Identify potential confined spaces 			
Comments:			

Distribution: Site File Site Superintendent Project Manager