

## Section – D      Pre-Project Requirements

---

<b>PURPOSE</b>	<p>The “Pre-Project Requirements” 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.</p> <p>The pre-project 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.</p>
<b>PROCEDURE</b>	<p>As it relates to the project and prior to the start of the project, the <b>Site Superintendent</b> and the <b>Project Manager</b> will;</p> <ol style="list-style-type: none"><li>1. Review and complete the requirements for “Pre-Project Checklist” (<b>Appendix 4A</b>)</li><li>2. Ensure that the requirements of the “Project Posting Checklist” (<b>Appendix 3</b>) have been reviewed and completed.</li><li>3. Review and the requirements of the “During Construction Procedures” (<b>Appendix 4B</b>) and review on a monthly basis.</li></ol>
<b>DISTRIBUTION</b>	<p>Distribution of the completed documentation for the “Pre-Project Checklist” and “Project Posting Checklist” will be distributed as follows;</p> <ul style="list-style-type: none"><li>• Project Manager</li><li>• Health and Safety Coordinator</li></ul>
<b>RECORDS</b>	<p>All records will be documented and maintained in the Project Health and Safety Files and at Head Office by Health and Safety Coordinator.</p>