Pre-Construction Meeting Format

Name/Location:		
Contractor's Name:		_
Project Number:	Date:	
Specification Sections:		
Major Scope of Work:		
	Attendees	
Name	Signature	Company
		_
		_

Safety Concerns:

1. All subcontractor workers need to view ABR's safety orientation video. It is the subcontractor's responsibility to ensure this requirement is completed prior to arriving onsite. The following links provide access to the videos (you will need to enter your company's information):

English: http://safetyenglish.austin-ind.com/
Spanish: http://safetyspanish.austin-ind.com/

- 2. Toolbox safety meetings will take place weekly at a minimum, turn the meeting minutes into the superintendent weekly. (Subs)
- **3.** JHA's must be completed daily with sign-in sheets, and available at AB&R's request.
- **4.** All incidents on the project must be reported to the AB&R superintendent within one hour of occurrence. *An incident is any unplanned event, which causes personal injury, property damage, environmental impact or disruption of activities.*
- **5.** Provide one copy of subcontractor Haz-Com program and SDS sheet file for all chemicals that will be brought to the jobsite.

- **6.** Housekeeping must be performed on a continuous basis, minimum daily.
- 7. No harassment allowed on project site.
- **8.** Parking for the employees will be as designated by the project management team. Only company vehicles, or those covered by the company insurance, allowed in the work area.
- **9.** Each employer is responsible for locates within their scope of work. Locate request tickets must be summited 48 business hours prior to digging. Locate ticket must be updated every 14 days. All marked utilities must be located by potholing or hydrovac equipment prior to disturbing soil.
- **10.** Required minimum PPE includes: ANSI Z87.1 eye protection, work gloves, Class III Reflective Vest. Minimum personal attire includes long pants, work boots minimum ankle height with substantial sole, sleeved shirt.
- **11.** Provide a list of the following personnel:
 - a. Equipment operators (backhoe, forklift, etc)
 - b. Onsite crane submittal requirements (annual inspection with deficiencies and correction page, operator certification card)
 - c. Competent person for excavation
 - d. Competent person for fall protection
 - e. Competent person for scaffolds
 - f. Personnel qualified to use special tool (powder actuated)
- 12. Provide site specific fall protection plan
- **13.** Provide site specific trench protection plan (including serial numbers/shoring/shielding)
- 14. Provide site specific confined space plan
- 15. Provide site specific silica/demo plan

Executio	n:							
1.	Insurance Certificate on file		Yes	No	N/A			
2.	Contract Agreement – executed/on file		Yes	No	N/A			
Review of Contract Documents/Scope of Work:								
1.	Specifications reviewed		Yes	No	N/A			
2.	Contract drawings reviewed		Yes	No	N/A			
3.	Scheduling reviewed		Yes	No	N/A	Start Date:		
4.	. Scope reviewed		Yes	No	N/A			
Submitta	al Review:							
1.	Have all submittals been reviewe	d	Yes	No				
2.	2. If not, what items remain? Date Required:							
3. 4. 5.	Have they been approved	Ye Ye Ye	s	No No No				
· · · · · · · · · · · · · · · · · · ·	mental Concerns: . SWPPP – Storm Water Pollution	n Preve	ention Pro	oram				
2. Refueling area / maintenance								
	3. Chemical Storage area							
	4. Solid Waste / Recycling							
	5. Vehicle / Equipment washout area6. Hazardous Waste disposal							
	7. Spill prevention							
	8. Spill Containment procedures							