



Title:	Contractor Safety - Pre-Commencement Checklist		
Document #:	CO-GEN-OHS-FRM-010-002	Revision Number:	2

- This form is to be reviewed as part of a health and safety pre-commencement meeting between the Town of Grimsby and the contractor prior to completing work for the Town. This form is to be completed by a Town of Grimsby representative.

Contractor / Company Name:	
Name of Representative:	
Representative's Job Title:	
File Number/Tender/Bid #:	
Description of work/project:	

Subject / Topic	Reviewed		Comments
	Yes	N/A	
1. Contractor Health & Safety Program Summary Form ➤ Review Contractor Health & Safety Program Summary Checklist form completed by contractor.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Town of Grimsby Occupational Health and Safety Program ➤ Provide and review Grimsby's procedures and/or training programs if required to supplement the contractor's health and safety program.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Contractor's Health and Safety Documents and Insurance ➤ WSIB Clearance Certificate to be provided by contractor and reviewed. ➤ MOL Notice of Project to be provided by contractor and reviewed. ➤ Traffic Control Plan(s) to be provided by contractor and reviewed. ➤ General Liability Insurance to be provided by the contractor and reviewed.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4. Contractor Safety Infractions ➤ Review Contractor Notice of Safety Infraction form. ➤ Review Contractor Safety Infractions - Follow-Up Guidelines document.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	



Subject / Topic	Reviewed		Comments
	Yes	N/A	
5. Worksite Requirements (Contractor) - Contractor will: ➤ Maintain Safety Data Sheets for any hazardous products brought on site. ➤ Remove hazardous products from the worksite upon completion of the work. ➤ Follow the requirements of the Town's Asbestos Management Program document. ➤ Complete the asbestos Contractor Notification and Acknowledgement form. ➤ Keep the worksite and work area clean and free of slip, trip and fall hazards, where practicable. ➤ Provide warning signs / barricades when hazards to employees or the public are present. ➤ Follow fire safety precautions as documented in the Hot Work Permit - General form. ➤ Not use and/or operate any Town of Grimsby tools or equipment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6. Worksite Requirements (Town of Grimsby) - Town of Grimsby: ➤ Will provide copies of asbestos assessments or designated substances surveys to Contractor. ➤ Worksite representatives may review worksite and bring issues to Contractor's attention. ➤ Worksite representatives or JHSC members may investigate serious incidents involving Contractor.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7. Other Health and Safety Requirements - Any other specific health and safety requirements identified by the Town or the Contractor: ➤ Other (Describe): ➤ Other (Describe): ➤ Other (Describe): ➤ Other (Describe):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



➤ *Acknowledgements:*

Town of Grimsby	_____	_____	_____
	Name and Title	Signature	Date
Contract Administrator	_____	_____	_____
	Name and Title	Signature	Date
Contractor	_____	_____	_____
	Name and Title	Signature	Date

➤ A copy of this completed/signed form will be included in the contractor documents for the works and/or will be provided to each of the parties involved.