



Appendix B – Contractor Pre-Job Safety Checklist

Project Name:			
Project Address:		Meeting Date:	
Prime Contractor:		Safety Rep & Email:	
Start Date:		Expected Duration:	
RRC Rep & Contact Info:		Position:	
Sub-Contractors:		Safety Rep & Contact Info:	
Description of Work:			
<i>Contractor is required to provide a single point of contact for all issues related to the site. This person should be the site supervisor or other individual onsite and familiar with the work. The contact person for this site is:</i>			
Name:		Contact Info:	Office:
			Mobile:
			Email:

Items to Review:

- Prime Contractor is responsible for all safety requirements including all sub trades working on site. All work onsite shall be, at a minimum, in full compliance with Manitoba Workplace Safety legislation (W210) and RRC Policies and Codes of Practice.
- Red River College (RRC) requires all contractors to provide a 24/7 emergency contact number in the event the workplace becomes compromised or unsafe after normal working hours

Name: _____ Phone: _____

For clarification on the following, please see Safety and Health Code of Practice SHS-7.

- Confined Space:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Hot Work:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Storage of Fuel (gasoline, propane, butane, acetylene, etc) will not be permitted inside buildings:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Use of Fuel Powered H and/or Equipment:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Roof Access:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Fall Protection:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Proper Lockout/Tagout:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Scanning must be performed before drilling or coring into an area where unknown material or services may lie underneath:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Locates Obtained Prior to Excavation or Demolition:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Asbestos:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Powered Mobile Equipment:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- Swing Stage:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- If a swing stage is required, the operator must provide valid proof of certification.
- Light fixture lamps and PCB ballasts (if applicable) must be properly disposed of.

Work in the Vicinity of Overhead Power Lines:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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Where work will be conducted in an area which is in close proximity to overhead power lines, the Contractor shall contact Manitoba Hydro to co-ordinate appropriate procedures. Manitoba Hydro must provide assurance in writing that the lines are de-energized or adequate guarding is in place prior to the start of work.

Obstruction of Exits and/or Exit Routes

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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Obstruction of egress routes and exits is not permitted at any time without prior consultation and planning with RRC.

Shutdown of Fire Alarm, Fire Suppression Systems or Life Safety Services:

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Description of Work:</u>
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- All contractors will be required to sign in and out of the facility/grounds.
- All contractors onsite shall be in good standing with the Worker's Compensation Board of Manitoba for the duration of the project.
- All contractors must be identified with I.D. tags or identifiable clothing.
- All workers are to receive a safety orientation to the site prior to beginning work.
- Safety Data Sheets for all controlled materials shall be kept onsite at all times, and be made available for inspection by RRC representatives if requested.
- Toolbox Safety Meetings shall be conducted weekly, at a minimum. Meeting minutes should remain onsite for the duration of the project and made available to an RRC representative upon request.
- Personal Protective Equipment (PPE) is required on all work sites at all times. Specialized PPE is to be worn as appropriate for the type of work being performed. Any area which is defined as a "Construction Site" will require hard hats to be worn by all workers at all times while on the site. All work sites require CSA Grade 1 footwear for all workers, regardless of designation.
- Personal Clothing: Long pants and a shirt are to be worn. No shorts, tank tops, or any inappropriate articles of clothing may be worn. If someone is wearing anything that RRC deems inappropriate, they will ask the individual to remove/cover the article. If they cannot or refuse to do so, they will be removed from the site.
- Loud music, foul or disrespectful language, or verbal or physical harassment of any person in or near the work area will not be tolerated at any time. Use of music players while on site is not allowed (Ipods/MP3).
- Contractor to notify RRC if excessive noise, vibration or dust is expected at any time during the work, and have ready appropriate control procedures.
- Smoking is not permitted on RRC property. This includes e-cigarettes (vaping). Policy E5.

- A First Aid Kit and Eye Wash Station is to be located as close as possible to the work area. A portable 15 minute continuous flush eye wash station may be required depending on the results of the Hazard Assessment. Factors such as exposure levels, severity and type of substances being used should all be considered.
- Contractor shall create a Site Emergency Plan. In the event of an emergency where fire or ambulance services has been called, RRC must be notified as soon as possible immediately following the call to emergency services.
 At NDC, Security (204-632-2323)
 At EDC, Security (204-949-8305)
 At PGI, Security (204-631-3381)
 At LTC, Security (204-949-8305)
 At any other RRC Site, call your RRC representative
- Good housekeeping is mandatory on all worksites, whether exposed to the public or not. This includes daily cleanup of all garbage and debris which could present a hazard to workers or visitors to the site.
- No worker under the age of 16 will be permitted onto a work area deemed a Construction Site at any time, for any reason. Workers on any work site must comply with Manitoba Employment Standards code.
- Signage shall be provided at the work site indicating specific hazards, the name of the Prime Contractor, the location of First Aid services, and contact information for the person responsible for any Health and Safety concerns on the site.
- Basic First Aid is available at the NDC Health Center, located at HM08 (Mall Level near entrance to H Building). RRC representative to describe location during the Safety Orientation meeting. They can assess occupational injuries and call an ambulance or recommend other courses of action as appropriate.
- Any Improvement or Stop Work orders issued from Manitoba Workplace Safety and Health must be reported to the RRC Representative immediately and emailed to safety@rrc.ca.
- If workers will be working alone or in isolation, a detailed Working Alone Plan including a Working Alone Safe Work Procedure shall be available on request.
- Excessive amounts of bird feces, mice droppings, dead mice, or any other pest related biological hazard must be properly removed by a licenced exterminator.
- Barricading, stanchioning or otherwise cordoning off of the work area must be conducted when work is performed in areas frequented by students and staff (eg. Hallways and common areas). This also applies to both vehicular and pedestrian traffic. This also applies to both vehicular and pedestrian traffic.
- Additional Item:
- Additional Item:
- Additional Item:

As the Prime Contractor Authorized Representative, I acknowledge the above checked items were reviewed and will ensure compliance.

Prime Contractor
Authorized Representative Signature

Date

Red River College Representative Signature

Date

- Please send a copy of this document to safety@rrc.ca
- For questions, contact Safety and Health Services at safety@rrc.ca or 204-632-2511