CONTRACTOR SAFETY KICK-OFF MEETING

PROJECT DESCRIPTION:

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MEETING MINUTES:

1. Review Scope of Work and Overall Schedule and Plans (if available).

2. Discuss the means and methods and equipment that the Contractor plans on using. Who is the Contractor’s main POC?

3. What site conditions are expected at each phase of the work?


5. Are there any other safety concerns specific to the work being performed? If so, how will they be addressed?

6. Reporting unsafe conditions: What is the course of action and who will be contacted if unsafe conditions develop?

7. Do any of the Contractor’s activities have the potential to release contaminants or other harmful material into the environment?

8. Does the Contractor intend to bring any hazardous substances onto Campus as part of the work? Are the (M)SDSs available for these?

9. Is the Contractor aware of how to get to the nearest hospital? (Provide Hospital Map)

10. Does any additional safety training need to be completed prior to start of work?

11. PPE required for the job:
   □ Vest □ Hard Hat □ Safety Glasses □ Hearing Protection □ Gloves □ Dust Mask
   □ Steel Toe Boots (recommended) □ Life Vest □ Fall Protection □ _______________ □ _______________

12. Other issues & Concerns:

Attendance Sign-In Sheet on Back Date___________________
ATTENDANCE SIGN-IN SHEET

Name – Company/Organization

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