Subcontractor Pre-job Safety Meeting Agenda & Checklist

Subcontractor:
Scope of Work:
Project Name & Number:
Date:

Required Items for Approval	***Initial***
1. Completed Subcontractor Safety Questionnaire.	
2. Written acknowledgment they are following our safety program or the have provided a copy of their Safety Manual or Injury and Illness Prevention Plan (IIPP) that has been	
3. Provided a copy of their Emergency Action Plan.	
4. A current Job Hazards Analysis or Work Plan that address hazards and corrective actions.	
5. Any company Safety and Health policies that are required or pertain to the work being performed that are not outlined in the Safety Manual or IIPP.	
6. The Subcontractor's Drug & Alcohol Testing Policy and that all subcontractor employees working on the project have been tested and meet the jobsite criteria.	
7. Identifying the Competent Person(s), individuals trained in First Aid and CPR, and their training records.	
8. Subcontractor's training records for the employees who will be working on the project.	

Items to be Discussed	***Comments or Action Items***
1. Company and project specific safety requirements.	
2. Subcontractor chain of command.	
3. Subcontractors responsibility to report incidents or an OSHA inspection on the project.	
4. Subcontractors responsibility to conduct and document weekly safety training meetings and provide documentation when requested.	
5. Conducting regular jobsite safety inspections.	
6. Unsafe acts, conditions, correcting hazards or behavior, stopping work.	

Printed Name	***Signature***	***Representing***	***Date***