



## FOREMAN'S TOOLBOX SAFETY MEETING MINUTES

EMPLOYER: \_\_\_\_\_

FOREMAN: \_\_\_\_\_

Date: \_\_\_\_\_

PROJECT: \_\_\_\_\_

Time: \_\_\_\_\_

### SAFETY TOPICS DISCUSSED:

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### SAFETY CONCERNS RAISED:

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### CORRECTIVE MEASURES:

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### CREW ATTENDANCE ROSTER

NAME (print)

TRADE/POSITION

SIGNATURE

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## SAFETY ORIENTATION SEMINAR

EMPLOYER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### ATTENDANCE ROSTER

NAME (Print)	COMPANY	SIGNATURE
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DISTRIBUTION:



## SAFETY ORIENTATION PROGRAM CHECKLIST

To ensure we are adequately informing "new hires" of our company policies and procedures. All workers have a right to know the terms and conditions of our corporate policy and program. By raising the new employee's level of awareness to our safety program, our workforce will be better able to understand and comply to our company standards and requirements.

Initials	Employee Initials	Instructor's
- COMPANY POLICY AND ACCEPTABLE BEHAVIOUR REVIEWED	_____	_____
- INTRODUCTIONS TO PROJECT SUPERINTENDENT	_____	_____
- INTRODUCTIONS TO PROJECT LABOUR SAFETY REPRESENTATIVES	_____	_____
- INTRODUCTIONS TO PROJECT MANAGER	_____	_____
- INTRODUCTIONS TO PRESIDENT'S SAFETY POLICY STATEMENT	_____	_____
- RESPONSIBILITIES OF WORKERS	_____	_____
- RESPONSIBILITIES OF OUR SUPERVISORS	_____	_____
- RESPONSIBILITIES OF OUR PROJECT MANAGERS	_____	_____
- EMERGENCY RESPONSE PROCEDURES	_____	_____
- INCIDENT AND ACCIDENT REPORTING PROCEDURES	_____	_____
- ALCOHOL, DRUGS - IMMEDIATE DISMISSAL	_____	_____
- HORSEPLAY AND FIGHTING - IMMEDIATE DISMISSAL	_____	_____
- THEFT OF PROPERTIES - IMMEDIATE DISMISSAL	_____	_____
- SAFE VEHICLE OPERATION - no backing up	_____	_____
- TRAFFIC CONTROL MEASURES – traffic plans	_____	_____
- SAFE ACCESS AND EGRESS FROM WORK LEVELS	_____	_____
- PROTECTING THE PUBLIC	_____	_____
- DEALING WITH MINISTRY OF LABOUR OFFICIALS	_____	_____
- EARLY & SAFE RAPID RETURN TO WORK PROGRAM	_____	_____
 <u>REQUIRED PERSONAL PROTECTIVE EQUIPMENT:</u>		
- HARD HAT AND SAFETY FOOTWEAR	_____	_____
- EYE PROTECTION	_____	_____
- HEARING PROTECTION	_____	_____
- REFLECTIVE VEST USE	_____	_____
- FALL PROTECTION - Safety Harness / Lanyard Use	_____	_____
- RESPIRATORY PROTECTION	_____	_____
- CLOTHING PROTECTION	_____	_____
- HAND PROTECTION (GLOVES)	_____	_____
- OTHER _____	_____	_____



WORK OPERATIONS

Employee Initials

Instructor's Initials

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|--|-------|-------|
| - GENERAL HOUSEKEEPING REQUIREMENTS                      | _____ | _____ |
| - GUARDING OF MACHINERY AND EQUIPMENT                    | _____ | _____ |
| - GUARDRAIL AND COVERINGS FOR FALL PROTECTION            | _____ | _____ |
| - SAFE SCAFFOLD ERECTION, USE & DISMANTLING              | _____ | _____ |
| - SAFE LADDER SETUP AND USE                              | _____ | _____ |
| - SAFE MANUAL LIFTING TECHNIQUES                         | _____ | _____ |
| - HOISTING & RIGGING SAFETY                              | _____ | _____ |
| - WORK PLATFORM REQUIREMENTS AND USE                     | _____ | _____ |
| - STAKE OUT OF SERVICES – hydro lines or u/g services    | _____ | _____ |
| - CLEARANCES TO ELECTRICAL INSTALLATIONS                 | _____ | _____ |
| - POWER ELEVATING PLATFORM USE - if required             | _____ | _____ |
| - ELECTRICAL EQUIPMENT GROUNDING (GFI )                  | _____ | _____ |
| - PUBLIC PROTECTION CONSIDERATIONS                       | _____ | _____ |
| - PROPANE CYLINDER EXCHANGE – mobile equipment           | _____ | _____ |
| - WIND HAZARDS ON THE JOB                                | _____ | _____ |
| - SAFE WORK WITH VOLATILE SUBSTANCES                     | _____ | _____ |
| - SAW CUTTING SAFETY                                     | _____ | _____ |
| - VERIFICATION OF REQUIRED SAFETY TRAINING               | _____ | _____ |
| - HOT WORK OPERATIONS                                    | _____ | _____ |
| - LOCK-OUT & TAGGING REQUIREMENTS                        | _____ | _____ |
| - J.H.&S. COMMITTEE AND CREW SAFETY MEETINGS             | _____ | _____ |
| - SAFE STORAGE OF MATERIALS – combustible and flammables | _____ | _____ |
| - FIRE PREVENTION MEASURES                               | _____ | _____ |
| - CARBON MONOXIDE POISONING AND PREVENTION               | _____ | _____ |
| - HEAT STRESS HAZARDS AND PREVENTION                     | _____ | _____ |
| - WORKING ALONE PROCEDURES AND LIMITATIONS               | _____ | _____ |

I \_\_\_\_\_ HAVE RECEIVED MY COPY OF THE *POLLARD ENTERPRISES LTD. SAFETY POLICY BOOKLET* IN A LANGUAGE I UNDERSTAND, AND RECOGNIZE THAT IN ACCEPTING EMPLOYMENT, I MUST ABIDE BY THE RULES AND PROCEDURES SET OUT IN THIS POLICY AND THE ONTARIO HEALTH AND SAFETY ACT AND IT'S REGULATIONS. I ACKNOWLEDGE THAT ANY VIOLATION TO THIS POLICY COULD BE CAUSE FOR DISCIPLINARY ACTION OR EVEN TERMINATION OF MY EMPLOYMENT.

DATED: \_\_\_\_\_

PRINT: \_\_\_\_\_

EMPLOYEE

PRINT: \_\_\_\_\_

EMPLOYER REPRESENTATIVE

SIGNATURE: \_\_\_\_\_

EMPLOYEE

SIGNATURE: \_\_\_\_\_

EMPLOYER REPRESENTATIVE



## DOCUMENTATION & POSTINGS CHECKLIST

<u>ITEM</u>	<u>ON-SITE</u>	<u>MUST OBTAIN</u>
1. Employers Registration form	_____	_____
2. Notice of Project form	_____	_____
3. Notice of labour safety representative	_____	_____
4. Notice of Constructor & address	_____	_____
5. Joint Health & Safety Committee notice	_____	_____
6. Joint H & S Committee minutes posted	_____	_____
7. Workers Trades Committee Notice posted	_____	_____
8. WSIB Notice of Injury form 82 posted	_____	_____
9. Ministry of Labour inspection reports posted	_____	_____
10. M of L Notice of Compliance form posted	_____	_____
11. Emergency Response Procedures posted with contacts	_____	_____
12. Ambulatory Route Map to nearest hospital with contacts	_____	_____
13. Project access routing map posted	_____	_____
14. Traffic Control Plan (if required) posted	_____	_____
15. Emergency Evacuation Plan posted	_____	_____
16. Material Safety Data Sheets posted	_____	_____
17. Copy of your Corporate Safety Policy posted	_____	_____
18. Current Ontario H & S Act / Regs manuals posted	_____	_____
19. Fall Arrest Emergency Retrieval Plan posted	_____	_____
20. Reports respecting H & S –engineer approvals	_____	_____
21. First Aid Certificate of First Aid Attendant posted	_____	_____
22. Safety Inspection Reports posted or filed	_____	_____
23. Post location of washrooms for worker review	_____	_____
 <b>KEEP ON FILE FOR EACH CONTRACTOR</b>		
24. Employer Registration Form 1000	_____	_____
25. Contractor Orientation Sign-off slips	_____	_____
26. Contractor's Safety Policy	_____	_____
27. Contractor's Safe Work Procedures	_____	_____
28. Contractor Fall rescue plan (if applicable)	_____	_____
29. Contractor's Records of Training	_____	_____
30. Contractor's Notice of Safety Representative	_____	_____
31. Contractor's Engineer Design Drawings	_____	_____
32. Copies of Contractor Logs & Licenses	_____	_____
33. Copies of Contractor Crew Safety Meeting minutes	_____	_____
34. Declaration of Supervisor Competency form	_____	_____
35. M.S.D.S. on Hazardous materials on project	_____	_____
36. Contractor WSIB Clearance Certificate	_____	_____
37. Mechanic's fitness cert. for equipment on site	_____	_____



## HAZARD ANALYSIS WORKSHEET

WORKSHEET - Hazard Analysis			
Job title /occupation / common hazards in a work environment			
Analyzed by:		Date:	
Reviewed by:		Date:	
Approved by:		Date:	
Job Steps	Identified Hazards	Risk Level	Controls
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			