



Subcontractor Pre-Start Checklist

Project: _____

Project#: _____

This MJ Dixon project will be fast paced and intensive. To simplify the safety administrative needs, this checklist has been prepared to give subcontractors the opportunity to have documentation ready upon arrival of workers to site and to be prepared for the site expectations thereafter.

You may also be required to submit other items to site or to other entities within MJ Dixon. This list is a start-up and not intended to be an exhaustive list.

Documents required before arrival at site:

- Form 1000
- Certificate of Insurance
- WSIB Clearance
- Health & Safety Policy (signed and dated current to within 1 year)
- Health & Safety Program
- Violence & Harassment Policy (signed and dated current to within 1 year)
- Declaration of Competent Supervision (1 declared supervisor/foreman) for each contractor regardless of crew size)
- SDS submitted 24 hours prior to product delivery to site (pertinent only, no generic binders accepted)

Site Documentation

Daily

- Pre-Job Hazard Assessment (PHA) submitted daily within 1 hour of crew arrival
- Equipment inspections (cranes, fall protection, EWP, welding, etc.)

Weekly (Submitted Monday following or on last day attending)

- Weekly Job Site Report
- Tool Box Talk
- Disciplinary reports

As Required

- MOL reports (to be submitted on the day of issue)
- Government issued notices, permits, etc.
- Site permits (hot work, lockout, compressed gas, etc.)
- Accident/Incident/Near Miss/First Aid reports (within 24 hours of event)

Worker/Task Documentation

- Declaration of Employer Orientation for each worker
- Certificate of Qualifications/Proof of Training (to be carried on person at all times)
- Minimum training
 - WHMIS 2015
 - Working at Heights
 - MOL Worker Awareness (Supervisor Awareness training for site foreman)
 - Workplace Harassment & Violence Awareness
 - Trade or task specific training
- First Aid (1 certified first aider per crew at minimum as well as First Aid Kit appropriate for crew size)
- Safe Work Procedures (fall protection, rescue, LO/TO, traffic control, etc.)
- Engineering for safety equipment (life lines, scaffolds, temporary anchors, etc.)

Site Orientations will be held by appointment only. Call site at least 24 hours in advance to reserve. All workers must receive site orientation prior to commencing work on site.