

PRE-CONSTRUCTION CHECKLIST

PRE-CONSTRUCTION MEETING DATE: _____
PROJECT TITLE: _____
PROJECT LOCATION: _____
PROJECT NUMBER: _____
NAME OF SUBCONTRACTOR: _____
NAME OF SUBCONTRACTOR SUPERINTENDENT/FOREMAN: _____
DIVISION/SECTION/GROUP: _____
NAME OF SUBCONTRACTOR COMPETENT PERSON: _____
NAME OF CONSTRUCTION COORDINATOR: _____
NAME OF TASK MANAGER: _____
NAME OF PROCUREMENT ADMINISTRATOR: _____
CONSTRUCTION ACTIVITY START DATE: _____

1. Integrated Safety Management discussion by Laboratory Management.

2. Will there be any sub-tier contractors used on this project?

YES NO (skip remainder of section)

- A. Contractual requirements flow down to sub-tier contractors
- B. Sub-tier contractor is expected to follow subcontractor ES&H Plan, unless negotiated otherwise
- C. Subcontractor is expected to oversee/inspect sub-tier contractor activities and equipment

3. Document Submittals

A. Environment, Safety and Health Plan submitted and accepted?

YES NO Comment: _____

Reminder: Subcontractor is expected to enforce ES&H Plan

B. Soil Erosion and Control Plan required?

YES NO

If Yes, has it been submitted and accepted?

YES NO Comment: _____

C. Has Hazard Analysis been submitted and accepted?

YES NO Comment: _____

4. Competent Person

A. Has qualifications for Competent Person been submitted and accepted?

YES NO

B. Do they understand their role?

YES NO

C. Will there be any activity specific or sub-tier competent persons?

YES NO

5. Will a Subcontractor trailer be brought on site?

YES NO (skip remainder of #5)

- A. Location: _____
- B. Telephone Number: _____
- C. Electrical hookup
- D. Parking arrangements
- E. Tie downs
- F. Will Propane be used for heating?
 YES NO
Location: _____ Size: _____

6. Emergency Procedures

- A. Notify Emergency Services via 3131
- B. Cellular or pay phone dial 630-840-3131
- C. Inform workers of tornado shelter and evacuation points

7. Reporting Requirements

- A. Report all injuries/illnesses and incidents to Construction Coordinator ASAP
- B. Incident scene must be secured
- C. Investigation reports are due within 48 hours

8. Training

- A. All employees must take subcontractor orientation before they start work
- B. All employees must be able to understand instructions
- C. Training records must be made available upon request
- D. List any specialized training subcontractor will need
- E. Who will provide the training? _____

9. Housekeeping

- A. Housekeeping is very important
- B. Daily clean-up is required
- C. Construction area must be clearly delineated & posted (required by FL-3)

10. Inspections

- A. Subcontractor is expected to conduct site and equipment inspections
- B. Fermilab will conduct inspections. Deficiencies must be addressed

11. Tool Box Meeting

- A. Weekly Meeting
- B. Monthly Meeting
- C. Attendance sheets to Construction Coordinator
- D. Construction Coordinator and ES&H staff available for presentations

12. Permits

- A. Request permits (e.g. burning/welding, excavation) through Construction Coordinator.

13. Personal Protective Equipment

- A. Identified in hazard analysis
- B. Fermilab standards for construction sites

14. Confined Space Entry?

YES NO

- A. Must submit procedures, and proof of training
- B. CC must notify fire department of entry

15. Work in Radiological or Controlled Areas?

YES NO

- A. Must have appropriate training, arrange with CC
- B. Must have dosimetry if working in radiological areas

16. Will radioactive materials be brought on site?

YES NO (skip remainder of #15)

- A. Type: _____
- B. ES&H approval required prior to bringing radiation source on site
- C. Date of use: _____
- D. Storage location: _____

17. Laser Usage?

YES NO (skip remainder of #16)

- A. Class of Laser: _____
- B. Class IIIB or greater requires approval by ES&H
- C. Storage location: _____

18. Will heavy equipment be used?

YES NO (skip remainder of #17)

- A. Type: _____
- B. Rollover protection required
- C. Back-up alarms required
- D. If no backup alarm, can use spotter for the day; if using spotter it can be only assignment.
- E. No crawler type vehicles are allowed on road

19. Fall Hazard > 6 Feet?

- A. Fall Protection plan required

20. Electrical

- A. Ground Fault Circuit Interrupter
- B. Electrical cords must have grounding plugs
- C. Need Electrical Work Permit if tying into FNAL systems

21. Lockout/Tagout

- A. For group lockout, each person is expected to perform lockout

22. Will there be any excavation/trenching on site?

YES NO (skip remainder of #21)

- A. All excavations must be in accordance with 29 CFR 1926, Subpart P
- B. Excavations > 20 feet must be designed by qualified engineer
- C. Need permit before digging
- D. All excavations must be barricaded and/or fenced
- E. Name and qualifications of competent person: _____

23. Will there be any work in Oxygen Deficiency areas?

YES NO (skip remainder of #22)

A. Medical clearance and training provided by Fermilab

24. Environmental Issues

A. No chemicals in dumpsters or down drains

B. Above ground gasoline storage tanks are not allowed

25. Security Issues

A. Site access

26. Additional Notes/Comments:

Subcontractor's signature means that all of the above information was discussed and understood by the subcontractor.

Subcontractor

Distribution:
Security
Fire Department
Division/Section SSO
Construction Coordinator
Contract Administrator