



PRE-JOB PLAN CHECKLIST

INSTRUCTIONS:

1. This checklist identifies items that must be completed prior to a contractor/service provider conducting work at the UofL.
2. This checklist is not exhaustive and may require additional information specific to the work activities.
3. Questions or need assistance with pre-job planning?? Contact [Safety Services](#).

PROJECT NAME:

PROJECT NUMBER:

UNIVERSITY CONTACT (UC):

DATE:

SCOPE OF PROJECT:

Describe the work activities, location(s) where work will be performed and anticipated outcome of the project. Identify all stakeholders involved. Ensure a written agreement is in place for work to be performed. Contact

PRIME CONTRACTOR (PC) RESPONSIBILITIES

The Alberta OHS Act requires that every work site must have a Prime Contractor to oversee health and safety if there are 2 or more employers involved in work at the work site at the same time. **Unless otherwise specified the University of Lethbridge, as owner of the work site, assumes the role of Prime Contractor.**

Prime Contractor responsibilities can be assigned to a contractor/service provider **only** if pre-qualification has been granted by Campus Safety and a formal Prime Contractor agreement is signed. Refer to [sections 3.0 to 3.3 of the Contractor Safety Standard](#) to determine if the UofL is the Prime Contractor or if the contractor is capable of accepting Prime Contractor responsibilities.

Prime Contractor responsibilities are retained by the University, as Owner,
or

Complete N/A

Prime Contractor Agreement has been signed by **pre-qualified** contractor/service provider

Complete N/A

SITE-SPECIFIC SAFETY PLAN (SSSP)

A SSSP documents how hazards will be controlled and how overall safety will be managed at a work site or for a project. This includes a hazard assessment (see the next section below).

Complete a SSSP prior to commencement of any on-site job related activities. (Use the SSSP Template on the [Safety Services Contractor Safety webpage](#). A sample is also provided for reference.)

If UofL, has retained PC responsibility: the University Contact (UC) must complete a SSSP prior to conducting work; Complete

or

If the contractor/service provider is the PC: the PC must complete the SSSP and submit it to the UC for review prior to conducting work. Complete

HAZARD ASSESSMENT

Complete a hazard assessment. The hazard assessment identifies hazards associated with defined project tasks and includes controls to mitigate the hazards.

Contact safety.services@uleth.ca for assistance and to review the hazard assessment a **MINIMUM of 2 weeks prior to pre-job Start-up Meeting contractor/service provider.** Complete

A U of L Hazard Assessment of all existing and new hazards including appropriate controls has been completed and reviewed with the contractor/service provider (attached). Complete

The Contractor/Service Provider will complete a hazard assessment and submit to the UC for the project file (attached). Complete

VERIFICATION OF TRAINING/QUALIFICATIONS

All persons entering the work area must be appropriately qualified and competent or fully supervised. Certifications/training documentation has been requested and verified. Complete

WORKERS COMPENSATION BOARD (WCB) CLEARANCE LETTER

A current WCB Clearance Letter must be received from the contractor/service provider. Complete
If personal WCB coverage is not in place, confirmation for an equivalency to WCB coverage must be received. <https://wcb.ab.ca/>

PROOF OF COMPREHENSIVE GENERAL LIABILITY INSURANCE

Certificate of Insurance must be received and include:

- limits of \$5M (The UofL may request higher limits dependent upon scope of work) Complete
- U of L added as additionally insured Complete
- U of L named as certificate holder Complete
- 30 day notification of cancellation Complete

PROOF OF AUTOMOBILE INSURANCE

Certificate of Insurance must be received and include:

- limits of \$2M coverage for passenger and light commercial vehicles Complete
- limits of no less than \$5M coverage for heavy commercial vehicles Complete

Forward copy of Certificate of insurance to: clarkt@uleth.ca

ORDERING/INSTALLATION OF EQUIPMENT

Before ordering and installation of equipment:

- Contact Facilities to ensure the building space and appropriate infrastructure/services are available. Complete N/A
- Complete Facilities' "Equipment Installation Request Form" (insert link) Complete
- If a piece of equipment is being replaced, ensure that appropriate arrangements for disposal (funds allocated) or storage space are made before the new equipment arrives. (NOTE: **Storage of equipment in hallways may violate AB Fire Code egress requirements and is not acceptable**.) Complete N/A

PRE-JOB START UP MEETING & ORIENTATION

This meeting is held with the contractor/service provider to clarify roles, responsibilities and expectations. It facilitates communication and ensures that health and safety is an integral part of the project with the common goal of preventing worker injury and loss at the work site.) Reference: [AB OHS Pre-Project Meeting Guidelines](#)

A pre-job Start-up Meeting has been scheduled with the Contractor/Service Provider. Complete

The Contractor/Service Provider has completed the UofL Contractor Safety Orientation. Complete

Questions?? Contact [Safety Services](#).