

SSEM #:

RECEIVED:

## PRE-JOB SAFETY CHECKLIST

The Purpose of this checklist is for the Prime Contractor to identify all project health, safety, and security considerations, and all required forms and documentation to show that the proposed work will meet all OHS Regulations (WorkSafeBC), Codes (BC Building and Fire Codes), and BCIT Health and Safety Policies.

This completed checklist must be submitted to [SSEM\\_Projects@bcit.ca](mailto:SSEM_Projects@bcit.ca) by your BCIT Liaison **a minimum of three [3]-days prior to work start**. Failure to submit the completed checklist and/or any identified safety documentation prior to work start within the timelines identified may result in project delays or work stoppages.

<b>Project Name</b>		<b>Start Date</b>		<b>End Date</b>	
<b>Contractor Company</b>					
<b>Location(s)</b>				<b>Annual Contractor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Scope of Work (or attach a Scope of Work document)</b>					

<b>1. Basic Prime Contractor Requirements (applies to all subcontractors)</b>	<b>Comments</b>
Have you reviewed the BCIT Contractor Safety Program Information Package?	<input type="checkbox"/> Yes Mandatory copy onsite
Do you have a written OHS Program for your employees? (WorkSafeBC Part 3) <i>Individual companies who do not meet the requirements of WorkSafeBC Part 3.1 may not require a written OHS program.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Mandatory copy onsite (if applicable)
Are you prepared to provide First Aid for your employees while on site at BCIT? (WorkSafeBC OHSR Part 3).	<input type="checkbox"/> Yes Mandatory
Do you have written fire/emergency safety procedures for the project site? (BC Fire Code)	<input type="checkbox"/> Yes Mandatory copy onsite
<b>2. Building Access Requirements</b>	<b>Comments</b>
Will this project require building access? <i>Submit Access Request form to your BCIT Liaison for approval by SSEM (three [3] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Attend SSEM offices for keys and IDs
Will this project impact building/campus emergency response protocols (fire exits, fire lanes, access routes, etc.). <i>Submit impacts and proposed solutions/controls to your BCIT Liaison for approval by SSEM (five [5] working days in advance).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Mandatory signed/ Approved copy onsite
Will this project require parking access? <i>Have your BCIT Liaison submit a parking request to <a href="mailto:parking@bcit.ca">parking@bcit.ca</a> (three [3] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Attend BCIT Parking (SW01 Gateway)
Will this project require roof access? <i>Submit Roof Access Request form to your BCIT Liaison for approval by SSEM (three [3] working days in advance). If roof work will be performed with the safety zone (2 meters/6 feet from edge), a fall protection plan must also be submitted. See Working At Heights Requirements below (Part 5)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Mandatory signed
<b>3. Building Utilities/Systems Requirements</b>	<b>Comments</b>
Will this project impact or require the deactivation of Fire/Life Safety systems? (including any interior hot work – see below) <i>Submit Fire/Life Safety System Shutdown Request form and operations plan (see Information for Contractors – Guidance Document 2) to your BCIT Liaison for approval by BCIT Facilities Maintenance (five [5] working days in advance) and SSEM (three [3] working days in advance, signed by BCIT Facilities Maintenance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Mandatory signed/ Approved copy onsite

SSEM #:

RECEIVED:

Will this project require any hot work? <i>Submit site-specific work procedures attached to your Fire/Life Safety System Shutdown Request Form for approval by BCIT Facilities Management and SSEM.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory approved copy onsite
Will this project require the shutdown of any utility systems? <i>Submit a Utility Shutdown Request form to your BCIT Liaison for verification by BCIT Facilities Maintenance (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed
Will this project require de-energization and/or lockout? (WorkSafeBC OHSR Part 10) <i>Submit a Job Specific Lockout/Tagout Procedure Plan to your BCIT Liaison for verification by BCIT Facilities Electrical (five [5] working days in advance) and SSEM (three [3] working days in advance, with BCIT Facilities Electrical approval)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project involve work on high voltage equipment or within high voltage vaults? (WorkSafeBC Part 19) <i>Submit High Voltage Vault Request form and site-specific work procedures to your BCIT Liaison for verification by BCIT Facilities Electrical (five [5] working days in advance) and SSEM (three [3] working days in advanced, signed by BCIT Facilities Electrical)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
<b>4. Hazardous Materials Requirements</b>		<b>Comments</b>
Will you be bringing WHMIS controlled products on site? (WorkSafeBC OHSR Part 5) <i>Submit a list of materials including quantities to your BCIT Liaison</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory list and all SDS onsite
Will you be using any Designated Substances on site? (WorkSafeBC OHSR Part 5.57) <i>Submit an Exposure Control Plan and written work procedures for each designated substance to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project impact asbestos-containing materials? (Drywall systems are assumed to contain asbestos unless sampled) <i>Submit an asbestos exposure control plan with task specific risk assessments and work procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project impact lead containing materials? <i>Submit a lead exposure control plan with task specific risk assessments and work procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
Will this project impact crystalline silica containing materials? <i>Submit task specific work procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ Approved copy onsite
<b>5. Work at Heights Requirements</b>		<b>Comments</b>
<b>Indicate the appropriate fall risk associated with the project work, and submit the required documents as per the instructions:</b>		
A fall of 3m (10Ft) may occur, or where a fall from less than 3m involves risk of injury greater than the risk of impact on a flat surface. <i>Submit site-specific fall protection details your BCIT Liaison for verification by SSEM (three [3] working days in advance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
A fall of 7.5m (25Ft) may occur, or a fall normally requiring fall protection may occur and the use of a fall arrest or rope access system is not practicable (OHSR 11.2 (5) & 11.3). <i>Submit a Site-Specific Fall Protection Plan to your BCIT Liaison for verification by SSEM (five [5] working days in advance). If applicable, also submit evidence of Board approval for your fall protection procedures (as per OHSR 11.2 (5) &amp; 11.3)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
<b>Select any elevated work platforms used – indicate if the conditions requiring document submissions are met and submit required documents as per the instructions.</b>		
Mobile work platforms (ex: scissor lift, boom lift, etc.). <input type="checkbox"/> <i>The manufacturer's guardrails and chains will not be used - submit a Site-Specific Fall Protection Plan to your BCIT Liaison for verification by SSEM (five [5] working days in advance).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite

SSEM #:

RECEIVED:

Ladders. <input type="checkbox"/> <i>Fall risk of at least 3m, work on the ladder is not light duty work, requires carrying heavy or bulky equipment on the ladder, and/or will take longer than 15-minutes - submit a Site-Specific Fall Protection Plan to your BCIT Liaison for verification by SSEM (five [5] working days in advance).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
Scaffolding and Elevated Work Platforms. <i>Provide work procedures and design specifications to your BCIT Liaison for verification by SSEM five [5] working days in advance. Provide these additional documents if required:</i> <input type="checkbox"/> <i>Site Specific Fall Plan (see WorkSafeBC Part 13.33).</i> <input type="checkbox"/> <i>Professional engineer instruction and certification (see WorkSafeBC Part 13)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
<b>6. Confined Space Requirements</b>		<b>Comments</b>
Will this project require entry into a confined space? (WorkSafeBC Part 9) <i>Submit a Confined Space Entry Permit Form, space-specific risk assessment, entry procedures, and rescue procedures to your BCIT Liaison for verification by SSEM (five [5] working days in advance).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copies and Entry Permit onsite
<b>7. Penetrating Radiation Requirements</b>		<b>Comments</b>
Will this project include the use any equipment using x-rays or other type of penetrating radiation? <i>Submit work procedure (including equipment information; manufacturer, model, calibration records, maintenance records) to your BCIT Liaison for verification by SSEM (five [5] working days in advance).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
<b>8. Addition Project/Construction Requirements</b>		<b>Comments</b>
Will this project involve demolition or excavation? (WorkSafeBC Part 20) <i>Submit work procedures to your BCIT Liaison for verification by BCIT OHS (five [5] working days in advance).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
Will project activities (staging, vehicles, odors, noise, equipment, tool use, dust/debris etc.) impact building occupants or others? <i>Inform your BCIT Liaison of such potential impacts and all related control/communication being implemented.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Will a Notice of Project be required? (WorkSafeBC Part 20) <i>Submit a copy to your BCIT Liaison.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mandatory signed/ approved copy onsite
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>Any accidents/incidents should be investigated &amp; a copy of the report provided to your BCIT Liaison and BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>).</li> <li>The contractor will display a copy of the Pre-Job Safety Checklist and the Summoning Emergency Services Post at the project site.</li> <li>The contractor is responsible for maintaining documentation at the project site as indicated above.</li> <li>The contractor must review this checklist and all designated documentation with their sub-contractors.</li> </ul>		
<b>Contractor Name:</b>	<b>Signature</b>	<b>Date:</b>
<b>BCIT Liaison:</b>	<b>Signature</b>	<b>Date:</b>