

Bradbury Stamm Construction – Safety Directive

Safety Directive # 021-04

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PRE-INSTALLATION MEETING AND CHECKLIST

Purpose

To ensure installing subcontractor field supervision understands the work, the safety and quality control programs, schedule, plans and specifications.

Risks

Subcontractor field supervision needs to know how BSC operates and what is expected by BSC and what BSC needs to provide the sub to perform a timely, safe and quality job. By assisting the subcontractor via this checklist, BSC avoids problems and misunderstandings that slow the project and may create costly problems. The Pre-install Checklist is simple, yet thorough document designed to remind, bring up for discussion and document the meeting before the subcontractor's field supervision starts work.

Policy

All superintendents are required to have a pre-installation meeting with the installing subcontractor superintendent or foremen. The meeting shall be guided by the Pre-installation Checklist and filled out during the meeting.

Contact BSC Safety Director to attend the Pre-installation meeting if the subcontractor will be using cranes or forklifts, scaffolding over three sections high, entering confined spaces or excavating.