

## 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:

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

\_\_\_\_\_  
Subcontractor

- Distribution:  
Security  
Fire Department  
Division/Section DSO  
Construction Coordinator  
Procurement Administrator