

# Prime Contractor Worksite Checklist

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Date: \_\_\_\_\_ Location: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Prime Contractor Requirements	YES	NO Action Required
Has a Notice of Project (NOP) been completed and is a copy on site?		
Is there a signed, written agreement in place between the owner and the prime contractor?		
Has the owner provided information about any known hazards on the worksite?		
Has the prime contractor received the names of the designated supervisors for all the other companies or subcontractors working on that site?		
Are all companies on site registered with WorkSafeBC and in good standing?		
Has the prime contractor held safety meetings with the other companies on site in order to coordinate safety activities?		
Has the prime contractor checked the other companies' safety programs and procedures and are they adequate for the planned work?		
Does the prime contractor have a system in place to <b>identify and control</b> hazards?		
Does the prime contractor have a way to communicate the hazards and controls to all workers on the site?		
Does the prime contractor have a system in place to make sure regular inspections are completed on the site, equipment and workers?		
Does the prime contractor have a system in place to make sure all workers on site receive a safety pre-work before they start work?		
Is there an Emergency Response Plan and emergency equipment for the site and has it been tested?		
Has a First Aid Assessment been completed for the site and have all the first aid requirements for equipment and first aiders been met?		
Is there an incident reporting system in place so all the companies on site report their incidents to the prime contractor?		
Comments		