APPENDIX E

Kick-off Meeting Agenda Form

**Date:** Click or tap here to enter text.

**Project:** Click or tap here to enter text. **Contractor(s):** Click or tap here to enter text.

**Contractor Staff in Attendance:**

**Name:** Click or tap here to enter text. **Signature:** Click or tap here to enter text.

**University Staff in Attendance:**

**Name:** Click or tap here to enter text. **Signature:** Click or tap here to enter text.

**University Contractor Representatives:**

**Name:** Click or tap here to enter text. **Signature:** Click or tap here to enter text.

**Agenda:**

1. All workers have taken (or will take) the University of Calgary orientation training prior to starting work.
2. The contractor will provide their workers with an orientation to their specific worksite that will include emergency procedures.
3. All required hazard specific permits are obtained from the University of Calgary. Which of the following task specific permits are expected to be required for this work?

|  |  |
| --- | --- |
|  | Confined space entry |
|  | Hot Work and Dust permit |
|  | Excavation/ground disturbance |

1. Requirements of all University Safety Programs that apply to the work are either met or exceeded.

**Which of the following University Safety Programs apply to the work?**

|  |  |
| --- | --- |
|  | Asbestos Management Plan |
|  | Control of Hazardous Energy |
|  | Confined Space Entry Program |
|  | Cranes, Hoists, and Lifting Devices Program |
|  | Fall Protection Program |
|  | Hot Work and Dust Program |
|  | Personal Protective Equipment Program |
|  | Powered Mobile Equipment Program |
|  | Ladder Safety |
|  | Overhead Power Lines |

1. Work practices shall be based on the contractor’s submitted documentation including those materials submitted to the ISNetworld system.
2. The contractor will ensure their subcontractors meet University safety requirements.
3. University tools and equipment will not be used unless written permission is obtained from the University.
4. Vehicle and pedestrian foot traffic between the contractor’s worksite and the University will be controlled.
5. All generated waste must be disposed of by the contractor in accordance with University guidelines.
6. The contractor understands what EHS incidents must be reported to the University.