



Pre-Project Safety Assessment Form

This form is designed to guide a comprehensive safety kickoff meeting. To use it, first select all items relevant to the project, then review and discuss each item during the project's safety kickoff meeting.

Pre-Project Hazard Assessment

Project: _____ **Project Manager (PM):** _____

Building: _____ **General Contractor (GC):** _____

Contractor responsible to communicate all hazard information to all workers at all sub-contract tiers.
No project work shall start without each of the permit items in hand.

Permitting

- | | |
|---|--|
| <input type="checkbox"/> Building permit (<i>attach to notes</i>) | <input type="checkbox"/> Department of Environmental Protection demolition permit (AQ06/04) (<i>attach to notes</i>) |
| <input type="checkbox"/> NFPA 241 Plan (<i>attach to notes</i>) | <input type="checkbox"/> Fire department demolition permit (<i>attach to notes</i>) |
| <input type="checkbox"/> Other (MEP, etc.) (<i>attach to notes</i>) | |

Fall Protection

- | | |
|--|--|
| <input type="checkbox"/> Ladders | <input type="checkbox"/> Roof work |
| <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Other (<i>add details to notes</i>) |
| <input type="checkbox"/> Elevated work platforms | |

Notes:

Hot Work

- Permits: Local fire department hot work letter
- Fire watch (fire department/contractor) (*as required, contractor minimum*)

Notes:



Hazardous Materials

Hazardous materials identified? Yes No Attach surveys and list date(s) of survey(s).

Dates of surveys:

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Universal waste (bulbs, ballasts, etc.) |
| <input type="checkbox"/> Lead | <input type="checkbox"/> Soil export and/or import |
| <input type="checkbox"/> PCBs (presumed or tested with EHS) | <input type="checkbox"/> Oil, fuel (underground storage tanks), or mercury |
| <input type="checkbox"/> Hazardous waste management | |
| <input type="checkbox"/> Report any new hazmat findings to PM and EHS | |
| <input type="checkbox"/> Lab spaces decontaminated (chemical and radiation), link and chemicals removed, biobins, etc. | |

Notes:

In the event any contractor encounters previously unidentified material that is reasonably believed to be a hazardous material or condition, the contractor shall immediately stop work in the affected area and immediately report the condition to the HU PM or HU EHS. Any testing that is required will be coordinated by the HU PM.

Cranes

- | | |
|--|---|
| <input type="checkbox"/> Fill out and submit pick plan | <input type="checkbox"/> Police detail (fire department by contractor, Harvard University Police Department by Harvard) |
| <input type="checkbox"/> Pedestrian/traffic safety plan | <input type="checkbox"/> Coordination with neighboring entities |
| <input type="checkbox"/> Other: Personal lifts | |

Notes:

Housekeeping

- | | |
|--|--|
| <input type="checkbox"/> Dust control/floor cleaning | <input type="checkbox"/> Stormwater drain protection |
| <input type="checkbox"/> Lab sink protection | <input type="checkbox"/> Trash removal |
| <input type="checkbox"/> Noise control/odor control | <input type="checkbox"/> Pest mitigation |

Notes:



Electrical Safety

- | | |
|---|--|
| <input type="checkbox"/> Lockout-tagout | <input type="checkbox"/> Cord caps |
| <input type="checkbox"/> GFCI | <input type="checkbox"/> No live work |
| <input type="checkbox"/> Temp lighting | <input type="checkbox"/> Shutdown coordination |

Notes:

Utility Shutdowns

- | | |
|---|---|
| <input type="checkbox"/> Utility shutdowns (specify type) | <input type="checkbox"/> Communication to building manager/labs |
| <input type="checkbox"/> Coordination with facilities | |

Notes:

Site Access and Control

- | | |
|--|---|
| <input type="checkbox"/> Harvard badging process | <input type="checkbox"/> Site orientation by GC |
| <input type="checkbox"/> Project minimum personal protective equipment by GC | <input type="checkbox"/> Project job board location |

Notes:

Other

- | | |
|--|--|
| <input type="checkbox"/> Excavation/trenching safety (Dig Safe) | <input type="checkbox"/> Injury/incident notification |
| <input type="checkbox"/> Proper penetration sealing/firestopping | <input type="checkbox"/> Temp generator use |
| <input type="checkbox"/> Confined spaces (<i>add details to notes</i>) | <input type="checkbox"/> Other (<i>add details to notes</i>) |
| <input type="checkbox"/> Structural modification (<i>PE review</i>) | |

Notes:



Pre-Project Review Meeting Attendees and Distribution

Meeting date: _____

Name	Signature	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

- Please circle attendee number to identify Competent Person.
- Hazard Note should include reference to hazard specific Competent Person.
- Contractor to manage ongoing safety communication as project conditions develop or change.