

**Part 1 General**

**1.1 Scope**

- 1.1.1 The scope of this section includes the requirements for the implementation of meetings prior to and during construction of the work.

**1.2 Administrative**

- 1.2.1 The Contractor's Representative shall schedule and administer project meetings prior to, throughout and after the completion of the work.
- 1.2.2 The Contractor's Representative shall:
- Prepare the agenda for scheduled meetings.
  - Distribute written notice of each meeting at least three (3) days in advance of meeting date to Contractor.
  - Provide physical space and make arrangements for meetings.
  - Record, reproduce and distribute copies of minutes within three (3) days after meetings and transmit to meeting participants and all parties affected that are not in attendance.
  - Representatives of the Contractor, Subcontractor and suppliers shall attend the meetings and shall be qualified and authorized to act on behalf of the party each represents.

**1.3 Preconstruction Meeting**

- 1.3.1 Within five (5) working days after award of Contract, the Contractor's Representative shall request a meeting of the parties in the contract to discuss and resolve administrative procedures and responsibilities.
- 1.3.2 Senior representatives of the Departmental Representative, Contractor's Representative, Contractor, major Subcontractors, field inspectors and supervisors shall be in attendance.
- 1.3.3 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- 1.3.4 Agenda to include:
- Introduction
    - ◆ Project Brief Introduction
    - ◆ Contractor Brief Introduction (Contract Package)

- Project Management Organization
  - ♦ Organization & Presentation (Introduction)
  - ♦ Contractor Organization & Presentation (Introduction)
  - ♦ Signature Authority (Contract, Correspondence, Direct Line of Communications)
- HSE (Health, Safety & Environmental)
  - ♦ Management Philosophy & Commitment
  - ♦ Leadership
  - ♦ Contractor Control
  - ♦ Safety Inspections/Audits
  - ♦ Incident Management
  - ♦ Training
  - ♦ Occupational Health Services
  - ♦ Evacuation Procedures/Emergency Preparedness
  - ♦ Recordkeeping
  - ♦ Work Procedures & methods
  - ♦ HSEC Sponsor
- Communications
  - ♦ Site Directives
  - ♦ Correspondence
  - ♦ Schedule for Progress Review Meetings
  - ♦ Drawing Transmittals
  - ♦ Weekly Project Meetings
- Schedule
  - ♦ Permitting
  - ♦ Overall Work Plan and Schedule
  - ♦ Contractor's Schedule Submittal
  - ♦ Concerns
- Contractor Materials
  - ♦ Planning for Contractor Supplied Materials
  - ♦ Storage Procedures
- Owner Supplied Facilities

- ♦ Utilities
- ♦ Waste Disposal
- ♦ General Services
- Laydown and Work Area Planning
  - ♦ Location
  - ♦ Access
  - ♦ Maintenance of Access
  - ♦ Contractor Parking/Site Vehicle Passes
- Quality Control Program
  - ♦ Inspection and Test Plans
- Measurement of Units or Progress
  - ♦ As determined in the Contract
- Invoice Procedures
  - ♦ Agreement of Progress Measurement
  - ♦ Form of Submittal
  - ♦ Contact Point for Issues
  - ♦ Payment for Changes
  - ♦ Deductions (Hold-back)
- Changes to the Contract
  - ♦ Site Instructions
  - ♦ Contract Modifications via Change Order
- Claims or Other Dispute Handling
- Reporting Requirements
  - ♦ Safety and Accident Reports
- Drawings, Data Submittals and Review Procedures
- Contractor's Appointment of Subcontractors
- Insurance Requirements (any special requirements)
- Other Issues
- Closing Remarks

**1.4 Progress Meetings**

1.4.1 During course of Work, the Contractor's Representative shall schedule progress meetings weekly. Supplementary progress meetings shall be held as required.

1.4.2 Project Meetings Agenda:

- Safety/Environmental
- Attendees
- Previous Minutes Review
- Field Activities/Schedule Review
  - ♦ Activities planned for last week, this week and for two weeks
  - ♦ Project to date/schedule status/manpower
  - ♦ Field observations, problems, decisions
  - ♦ Correction measures and procedures to regain projected schedule, if required.
- Contract Matters
  - ♦ Old Business (Outstanding action items from previous minutes)
  - ♦ Changes to the contract
  - ♦ Change Orders, Change Order Requests, etc.
  - ♦ Status of Claims or Potential Claims
  - ♦ Invoice and Payment Status
- Technical/Engineering Concerns
- Shop Drawings
  - ♦ Status review
- Document Submissions
  - ♦ Review status of document submissions (i.e. outstanding documents)
- Fabrication and Delivery/Procurement
  - ♦ Review of offsite fabrication and delivery schedules
  - ♦ Verify procurement activities
- General Items/Job Concerns
  - ♦ Work quality
  - ♦ Other
- Record Documents
  - ♦ Confirm progress of the record documents
- Maintenance of Quality Standards

- Other Business
- Summary
  - ♦ Confirmation of next meeting date, location, plus required attendees

### **1.5 Project Occupational Health and Safety Committee (OHSC)**

The OHSC will be a group to monitor the health, safety and welfare of the workers employed at the workplace, along with protecting and preserving the environment. The team will include the Project's Construction Manager and selected Construction Managers from the Contractor along with an employee representative from the Contractors:

- The committee shall consist of not less than 2 nor more than 12 persons.
- At least half of the members of a committee are to be persons representing the workers at the workplace who are not connected with the management of the workplace.
- The persons representing the workers on the committee are to be elected by other workers at the workplace or appointed in accordance with the constitution of the union of which the workers are members.
- The employer shall appoint sufficient employer representatives to ensure that the committee may function.
- The employer and worker members of a committee shall elect a co-chairperson from their respective groups.
- The employer shall post the names of the committee members in a prominent place at the workplace.
- All members shall complete the mandated WHSCC training.
- Designated members shall participate in a workplace inspection prior to a scheduled OHSC meeting.
- The committee will develop and approve a Terms of Reference for governance of the committee.

The team will meet bi-weekly, or more frequently as required, and deal with overall site HSES management issues and procedures. Any day-to-day HSES management issues will be addressed immediately through the site leadership structure. The team is an advisory body and assists and works constructively with site management.

Company's and Contractor's management shall ensure that team representatives can afford sufficient time to devote to matters related to the team's activities. Minutes of the meetings of the OHSC will be communicated throughout the Project Site.

## **1.6 Contractor's Weekly Toolbox Meetings**

Each Contractor will hold toolbox meetings at weekly intervals. All site personnel will attend a weekly toolbox meeting. HSES issues, both positive and negative, will be communicated. Toolbox meetings will focus discussion on hazards specific to the relevant area of the Project as well as any recent incidents in the workplace. Departmental Representative will supply material for review and each meeting. This is in addition to the Contractor provided material. Meetings will be minuted, attendance taken and forward to Departmental Representative for filing.

Members of the Project's Construction Management Team will periodically attend Contractor's toolbox meetings to reinforce commitment to HSES, provide an opportunity for direct contact with personnel and monitor that the quality of the meetings is adequate. Contractor's senior site and offsite management are expected to attend these meetings on a weekly basis.

## **1.7 Safety Action Meetings**

Safety Action Meetings centre on an issue that requires action and is manageable within a group's area of responsibility. These meetings will be held on an as needed basis with the Project's Construction Management Team and Contractors. An example of a typical meeting would include the scaffold erection Subcontractor on a construction site who continually has difficulty complying with the site working at height rules. A project leader calls the team together, states the purpose, outlines the facts and gives a problem-solving question for discussion. The group then brainstorms ideas, selects actions and decides responsibilities and timing. A problem-solving question starts with phrases like 'What can we...?' or 'How can we...?' and is answerable in 20 to 30 minutes. Outcomes will be documented and signed by participants.

## **1.8 Daily Safe Task Instruction (DSTI)**

Daily Safe Task Instruction also known as Field Level Risk Assessment will be implemented in the following manner:

- Assessing the risk prior to work commencing, in order to communicate the risks to the employees involved in the tasks to be carried out.
- To ensure that on completion of the daily work, the area is left safe and without risk to employees entering that work area.
- DSTI should be conducted before and on completion of every shift.
- If the scope of work or job changes, the DSTI is revised and the changes communicated before commencing the changed job.

The DSTI is to be carried out at the work area by the Construction Supervisors and Team Leaders in the following manner:

- The Supervisor is to review the work to be carried out for the day, from which he must identify the hazard, assess the risk and decide on a methodology to minimize or mitigate those hazards and risks.
- The hazards and risks are to be written into the DSTI form and the controls are to be listed.
- Once the DSTI form is complete, the Supervisor is to communicate the hazards and risks to the workforce and discuss how they can be minimized and/or mitigated.
- At the end of shift the Construction Supervisor/Team Leader is to use the DSTI Close-out form, to ensure that on completion of work the area is left free of hazards and risks to employees entering the area.
- The DSTI should be signed by all team members acknowledging the items were discussed.
- The Contractor's Safety Officer should also sign all DSTI's in every work area.

Departmental Representative will review and initial all DSTI's.

**2. Products**

2.1 Not Used.

**3. Execution**

3.1 Not Used.

**4. Measurement and Basis for Payment**

**4.1 Measurement for Payment**

4.1.1 This item will not be measured for payment.

**4.2 Basis for Payment**

4.2.1 No separate or direct payment will be made for work under this Section, which will be considered incidental to work under this Contract. Costs will be deemed to be included in the unit and lump sum prices quoted in the Schedule of Quantities and Prices.