

The Wieland-Davco Corporation

Subcontractor Pre-Construction Safety Meeting Requirements

Date: _____

Job: _____

Presented by: _____

Presented to: _____

Subcontractor: _____

The following information is required to be submitted to Wieland-Davco prior to beginning any work on the project.

General

1. Safety manual/policies
2. Hazard communication program/MSDS
3. Letter stating who will be competent person on site
4. Letter stating who will be safety contact on site/contact number
5. Documentation of first aid/CPR trained person
6. Site specific fall protection plans [if required]
7. Site specific steel erection plan, precast concrete, tilt-up [if required]
8. Annual crane inspection [if required]

A letter certifying training has been completed is required to be written to Wieland-Davco on the following topics as applicable. These records are subject to audit by Wieland-Davco and its authorized representatives

Training documentation

Yes___	No___	N/A___	Crane operator certification
Yes___	No___	N/A___	Forklift operator
Yes___	No___	N/A___	Aerial work platform/JLG's
Yes___	No___	N/A___	Qualified rigger (steel erection)
Yes___	No___	N/A___	Qualified person scaffolding
Yes___	No___	N/A___	Competent person scaffolding
Yes___	No___	N/A___	Competent person excavation
Yes___	No___	N/A___	Scaffold users
Yes___	No___	N/A___	Annual ladder
Yes___	No___	N/A___	Annual fire extinguisher
Yes___	No___	N/A___	Powder actuated tools
Yes___	No___	N/A___	Hazard communications
Yes___	No___	N/A___	MIOSHA permits per parts 13 & 32

The following requirements are to be completed on a monthly, weekly or daily basis.

Monthly

Yes___	No___	N/A___	Ladder inspections
Yes___	No___	N/A___	Fire extinguisher inspections
Yes___	No___	N/A___	Fall protection equipment inspections
Yes___	No___	N/A___	Electrical inspections

Weekly

Safety meetings – turn in at WDC site trailer with sign-in sheet and content of meeting.

Yes___ No___ N/A___

Daily

Yes___	No___	N/A___	Forklift/Aerial work platform
Yes___	No___	N/A___	Rigging inspections
Yes___	No___	N/A___	Scaffolding inspections
Yes___	No___	N/A___	Excavation inspections

A detailed monthly documentation letter is to be provided to WDC by the 30th of the month, stating the preceding requirements have been met and where the information is available for verification purposes.

By signing this document it is agreed to follow all OSHA, state, local or manufacturer’s minimum requirements, whichever is the most stringent. WDC, owner or your company’s policies will be followed if greater than minimums are set by the preceding.

Subcontractor/Representative

Date

Wieland-Davco Corporation/Representative

Date

