New Westminster

Pre-Construction Meeting

Project Name (#) and Description _____

Meeting Location _____ **Date** _____ **Time** _____

City Project Manager _____

Phone Number _____ Email Address _____

Company Name _____ ("*Developer*")

Developer(s) Name _____

Phone Number _____ Email Address _____

Consulting Firm _____ ("*Consultant*")

Engineer of Record _____

Phone Number _____ Email Address _____

Project Inspector (CIVIL & ESC) _____

Phone Number _____ Email Address _____

Prime Contractor _____ ("*Contractor*")

Contact Name _____

Phone Number _____ Email Address _____

Construction Superintendent _____

Phone Number _____ Email Address _____

List of Other Participants or Meeting Attendees:

IT WAS DISCUSSED THAT:

1. The project construction will commence on _____ and is estimated to be completed by _____. Should there be any change in the start time, the contractor must notify the City and Project Consultant.

2. This project involves consultant inspection to ensure compliance with the Master Municipal Construction Document's and Specification & Standards and the City of New Westminster's current Supplementary Specifications & Detail Drawings.

Additional Comments:

CONSTRUCTION HOURS OF WORK:

The City of New Westminster's Noise (Construction) Bylaw stipulates that permitted construction hours are between 7:00 am and 8:00 pm on weekdays and Saturdays, but does not include Sundays or other holidays. All reasonable steps to minimize noise from construction sites must be implemented (i.e. ensure mufflers are in good repair, that the quietest available equipment is being used, etc.).

General: No construction, land clearing, earth moving, grading, excavating, the laying of pipe, or conduit, street building concreting and the installation, alternation or removal of construction equipment, components and material (i.e. Works and Services) are permitted before 7:00 am and after 8:00 pm Monday to Sunday.

Sundays and Holidays: Residents may perform construction work on their own residence on Sundays and Holidays between 9 am and 6 pm (this does **NOT** include a professional contractor working for a resident).

THE PRIME CONTRACTOR SHALL:

- HAVE COPIES OF THE City Street Use Permit displayed on all vehicles, equipment and trailers within the City Right-of-way
- Renew any permits and insurance prior to their expiry dates
- Ensure that vehicles, trucks and equipment are parked in a designated area and flag personnel are present to control traffic
- Call BC One Call prior to excavating or utilizing drilling equipment:
    - Toll Free: 1-800-474-6886
    - Cell: *6886
    - Local: 604-257-1940
- ***Hand-deliver, in advance, written notification to all residents within 150 meters of the Land Development work site or limit of construction, including any businesses or schools, advising them of their proposed construction work within 48 hours prior to start of construction. The Contractor must give a copy of the "Notice of Construction" letter to the City's Engineering Technologist prior to or at the Pre-Construction Meeting***
- Contact the Coast Mountain Bus Company at (604) 953-3505 one month prior to starting any work that impacts bus stops
- Recognize that all subcontractors, including external utilities (i.e. New Westminster Electrical, Telus, Shaw, Fortis BC), are to proceed under the Contractor's issued permits
- At the request of the City, and within such time designated, open for inspection any part or parts of the work that have been covered up. No payment shall be made for the cost to the Developer/Contractor for any labour, material, work or delay caused by this requirement
- Be held responsible for all line painting by an approved contractor
- Ensure that all road cuts are patched with hot mix asphalt to City Standards and are in safe condition for the public and traffic within 24 hours of cutting.

THE CONSULTANT SHALL:

- Submit detailed daily inspection reports every Monday from the previous week
- Ensure that all material testing has been arranged, reviewed and confirmed that it meets City standards. At that time, testing reports can be submitted to the City's Engineering Technologist complete with the Engineer's signed and sealed cover letter stating it's approval. Note: Trench densities need to be submitted and accepted by the City prior to any concrete work or paving of roads proceeding
- Submit separate certification for works constructed within private easements, verifying that all works have been inspected, tested and meet the appropriate standards
- Prepare and submit the first submission of the as-constructed drawings to the City of New Westminster prior to requesting a "Final Construction Inspection" and the final as-constructed drawings prior to the project receiving "Substantial Completion"
- Prior to the "Certificate of Completion" being issues by the City of New Westminster, the Consultant is to submit the finalized, signed and sealed as-constructed Tangible Capital Assets (TCA) Report.

THE DEVELOPER SHALL:

- Be responsible to resolve and/or rectify damages to engineering works at lots where there is building construction. This includes general builder damage. Responsibility includes ongoing road cleaning, site debris clean-up during the building construction stage and regular maintenance of the siltation control pond (if applicable)
- Arrange for correction of the Final Maintenance Deficiencies without delay. Should the works not be performed expeditiously, the City may cash the Letter of Credit and review having the works completed by the City or others utilizing the funds held. The Developer will be responsible to pay for all administrative, consulting and contracting costs related to completion this work on their behalf
- *Formally advise the City of any change of address, e-mail or phone number.*

INSTRUCTIONS - City Project Manager to review each item, complete required information and check in space provided on right hand column once all is complete.

General Safety Responsibilities	
Contractor has signed off on the Prime Contractor Designation form/agreement:	❑
Contractor will coordinate the occupational health and safety activities for the Project	❑
Contractor understands that the rules and requirements of *Workers Compensation Act* and OH&S Regulation must be followed at all times and take precedence over contractual obligations	❑
Contractor will ensure that its workers are suitably trained and qualified to perform the duties for which they have been assigned at the Project	❑
Contractor assumes responsibility for the health and safety of all workers at the Project and for ensuring compliance by all Project workers with the *Workers Compensation Act (Part 3)* and OH&S Regulation	❑
Contractor understands that violation of *Workers Compensation Act* or OH&S Regulation by the Contractor may result in possible termination or suspension of the contract with City for the project, and/or any other actions deemed appropriate at the discretion of the City.	❑
Contractor understands it is liable for any penalties, sanctions or additional costs levied against the Contractor or the City for the Contractor's breach of statutory safety obligations	❑

Site Safety Orientation and Hazard Identification	
PPE/Equipment: • Hardhat, hi-vis vest, boots, gloves, shirts, etc. • Fall protection • Respiratory protection • Vehicles • Tools (regular and special) • Other **Housekeeping:** • Cleanliness and tidiness required throughout job • Orderly storage of equipment, flammables, etc. • Sanitary facility washrooms • Removal of waste **Safety:** • Tailboards/Safety meetings • Worksite access/egress • Confined space entry • Rescue plan • Underground utilities • Excavations • Working on or over water • Electrical hazards • Chemical exposures • Work area barricaded, signed • Traffic control (Traffic Control Plan) • Public access • Communication (radio, cell phone, etc.) • Equipment/Work procedures available Are there any other hazards the Contractor foresees that are not mentioned in any current documentation? **Yes / No** If Yes, explain:	❑

Review Hazardous Materials Assessment Report (if applicable) Comments:	❑
Review of Site by: **Verbal / Drawings / Maps / Photos / In Person / Other (circle all that apply)** Comments:	❑

First Aid	
Contractor has conducted risk assessment to determine required First Aid coverage? Yes / No Contractor's reported First Aid requirements: **Level 1** **Level 2** **Level 3** If the First Aid requirements will vary, write down specific times and level of first aid required for such times:	❑

Documentation	
Contractor will include, maintain and make available certain documents at the Construction site, including but not limited to those required by law and: • Contractor's safety program/plan; • All notices which the Contractor is required to provide to WorkSafeBC; • Any written summary of remedial actions taken to reduce occupational health and safety hazards within the Contractor's area of responsibility; • All directives and inspection reports issued by WorkSafeBC; • Records of any incidents and accidents occurring within the Contractor's area of responsibility; and • Completed accident investigations for any incidents and accidents occurring within the Contractor's area of responsibility.	❑

Construction Project Documentation	
At a construction workplace, the Contractor must also maintain and make available the following documents: • Records of all orientation and regular safety meetings held between contractors and their workers, including topics discussed, worker names and companies in attendance; • Written evidence of regular inspections within the workplace; • Occupational first aid records; • Worker training records; • Current list of the name of a qualified person designated to be responsible for each subcontractor (employer's) site health and safety activities; and • Diagram of the emergency route to the hospital.	❑

I, _____ as the authorized signatory of _____, the designated Prime Contractor for the Project, attended this Pre-Construction Meeting and agree to having reviewed and/or discussed the above with the City's designate.

Signature of Developer	
Signature of Engineer of Record	
Signature of Project Inspector	
Signature of Prime Contractor	
Signature of City Project Manager	

Doc# 2736178