

SAFETY MAXIMIZER

Company:	Job #:
Contact Name:	Project Manager:
Date:	Project Superintendent:

- Job is awarded.
Date:

- Safety Department is notified.

- Meeting scheduled with Project Manager/Estimator
Field Superintendent and Safety to review job scope and special safety considerations to be addressed.
Date:

- Customized and comprehensive *Job Safety Plan* completed by the Safety Department.
Date:

- Meeting conducted by TOPCOR Safety Department and client Construction & Safety Personnel to review the job scope, safety concerns and mitigation steps for the job.
Date:

- Pre-job, kick-off meeting held with all TOPCOR and sub-contractor employees
The Job Safety Plan was discussed and each employee has verified that they have been briefed on the Safety Plan. See attached *Job Safety Plan Attendance Sheet*.
Date:
 - Any new employees/sub-contractors coming to the job after the initial kick-off meeting will be briefed on *The Job Safety Plan* by the Project Superintendent prior to commencement of work.

Name:	Date:
Name:	Date:
Name:	Date:

- Weekly safety meetings conducted by TOPCOR Project Superintendent. (Participation in the safety meeting is required by all TOPCOR employees and sub-contractor employees.) See attached Safety Meeting Attendance Sheet.

Week 1 - Date:	Verified By:
Week 2 - Date:	Verified By:
Week 3 - Date:	Verified By:
Week 4 - Date:	Verified By:
Week 5 - Date:	Verified By:
Week 6 - Date:	Verified By:

- Project Superintendent performed a minimum of one (1) - TOPCOR Safety Audit per week, including TOPCOR sub-contractor workers on-site.

Week 1 - Date:	Verified By:
Week 2 - Date:	Verified By:
Week 3 - Date:	Verified By:
Week 4 - Date:	Verified By:
Week 5 - Date:	Verified By:
Week 6 - Date:	Verified By:

- TOPCOR Safety Department made jobsite visits a minimum of every two (2) weeks and performed a TOPCOR Safety Audit while on-site, including any TOPCOR sub-contractor workers on-site.

Yes No N/A

Visit 1 - Date:	Verified By:
Visit 2 - Date:	Verified By:
Visit 3 - Date:	Verified By:
Visit 4 - Date:	Verified By:
Visit 5 - Date:	Verified By:
Visit 6 - Date:	Verified By:

- Job Safety Analysis (JSA) completed daily by TOPCOR and any sub-contractors. See attached JSA Meeting Attendance Sheet.

Each employee on the job-site for that day signed the JSA proving their attendance to the JSA daily meeting.

- Audits and safety meeting rosters submitted weekly to TOPCOR Safety Department.

Yes No N/A

- Safety meeting topics/rosters, audits and JSAs will be made available to the client upon request for their review.

Yes No N/A

Date of review:

- Any change in job scope or unforeseen safety hazards presented during the progression of the job, which is not noted in *The Job Safety Plan*, was immediately reported to the Project Manager and Safety Department for assessment and inclusion in *The Job Safety Plan*. The changes were relayed to all TOPCOR and sub-contractor employees on-site before the change-of-scope work began.

Yes No N/A

Date of change: Verified By:

- The *Project Safety Review* was conducted on completion of the project by the TOPCOR Safety Department, in conjunction with the Project Manager and Superintendent.
Date:
- Any near-miss accidents, injuries, illnesses were reported to the TOPCOR Safety Department for investigation.
- Any concerns noted in the review will be addressed with all parties as needed for inclusion and consideration in future related projects.
Date:



Client Signature

Date

TOPCOR Safety Department Signature

Date