



## SUBCONTRACTOR'S PRE-START MEETING - H&S AGENDA

<b>Site:</b>	
<b>Date:</b>	
<b>Name of Site Manager:</b>	
<b>Name of Contracts Manager:</b>	
Site issues / restrictions / special / client rules.	
Risk assessments and method statements to be sent to contracts manager 7 days before you start. (If brought to site at start, you will not be allowed to start until approved). Also Lifting Plans signed by the Appointed Person. (proof)	
No risk assessment > no start.	
You must name your <u>competent</u> site supervisor.	
You also need to give risk assessments and method statements to your site supervisor so he/she has them when they arrive on site.	
All your site operatives should know and understand the contents of the risk assessments and method statements.	
PPE = hard hats, safety footwear & high viz tops from entering site.	
Other PPE to be determined in your risk assessments.	
All your operatives must be trained and authorised to carry out their required tasks. (proof will be requested).	
All operatives must attend a site induction and afterwards complete questionnaire (will any of your operatives have issues with this?)	
It is our policy to encourage CSCS cards. Do your operatives carry?	
Will you subcontract any of the works out? If so have you proved their competence? Detail the works to be subcontracted.	
Will you be using young people? If so, a risk assessment is required?	
All operatives on site at the time must attend toolbox talks.	
All power tools must be either 110v PAT tested or battery.	

<p>All access equipment shall be the most suitable and sufficient for the tasks. (in good condition) Stepladders are not banned but they must not be brought onto site without a Permit issued by the site manager. Who will have to use stepladders - if so what for?</p>	
<p>Mobile phones can only be used in named designated areas. Site supervisor can have phone on and if rung say 'I'll ring back'. Operatives to have them switched off in working area. No one, including visitors can walk across site using phone.</p>	
<p>What will be your anticipated hazards on this project?</p>	
<p>How do you monitor your own health and Safety?</p>	
<p>If you have any health and safety issues please discuss with either the site manager or the contracts manager.</p>	
<p>Clear up your own rubbish – contra charge if we have to do.</p>	
<p>Information for health and safety file to be provided in both electronic (pdf) and hard copy, immediately on completion of subcontractor's work.</p>	
<p>All contractor's performance will be reviewed on completion.</p>	