BP

HOLD POINTS MEETING AGENDA

Project Name:		Contractor:	
BP Project Manager:		GC Superintendent:	
Construction Start:		Branding Contractor:	
Date/Time of Hold Point Meeting		Place of Meeting:	
A/E		Special Inspections	

A. **Safety Hold Points:** a BP PM must attend a pre-work safety meeting with the superintendent before the following tasks can begin (GC to schedule with BP PM):
   1. Demo
   2. Energy Isolation & Hot Work: Safe, CCTV, POS, Fuel, Electrical
   3. Working at Heights: Canopy/Building/Lights/CCTV/HVAC
   4. Ground Disturbance: fuel sys, concrete forming/pouring and paving
   5. Confined Space entry

   2. **Client operations and access** – Contractor should always have extra PPE on site for approved site visitors. Contractor shall have the right to refuse entry to the site for any visitor not in conformance to safety requirements as posted.

B. PPE Requirements: Enforce PPE or stop work and escort. Hard hats, shoes, safety vests, safety glasses, and gloves are required at all times while on the job site and other PPE as required by the superintendent.

C. **Accident Reporting/Investigations:** Report all accidents or incidents immediately live to the BP, and follow up with an Incident report within 24 hours after the incident.

D. **Site Safety Binder:**

   1. Safety Acknowledgment Induction Form

   1. Site safety plan

      -All Contractor, subcontractor, and superintendent names and emergency contact phone numbers. Directions to nearest hospital. Muster area on a site map.

   3. Incident notification instructions
   4. Toolbox sign in sheets
   5. Visitors sign in and sign out log
   6. Employee API certification numbers
   7. Employee equipment operation certification list
   8. Job Clearance forms (specific to the days task)
   9. Job Safety Analyses (JSA's) that will be used for construction
   10. Equipment inspection forms
   11. Permit to work forms
   12. Safety Data Sheets (SDS) sheets
   13. Safety Audits

14. GC Disciplinary Policy

E. **Demo:**

1. Review JSA's, JCF, GPRS
2. Provide ground disturbance permit and JCF to BP prior to any work performed
3. Barricade work zone
4. Confirm no live power circuits going through demo area. Lockout any circuits running through this area and confirm power turned off before starting.
5. Inspect tools are fit for task. Document on equipment inspection form(s).
6. Stack demo debris organized and barricade so personnel cannot trip over debris.
7. Do not leave any exposed rebar without caps

F. **Energy Isolation & Hot Work: Safe, CCTV, POS, Fuel, Electrical**

1. Review JSA and JCF
2. Lock Out/Tag Out of all Energized Systems and confirm circuits are de-energized. Contractor is responsible for their own Lock Out/Tag Out
3. LEL meter confirm no spark atmosphere
4. Use heat blankets over any exposed sumps or fuel systems
5. Inspect tools for grind guards. Do not remove any guards from tools

G. **Working at Heights: Canopy/Building/Lights/CCTV/HVAC**

1. Review JSA and JCF
2. Inspect tools are fit for task
3. Verify equipment inspections passed daily and operators are certified (in writing)
4. Fall arrest for any areas >6' above grade
5. Barricade all work zones so SIMOPS under work area does not occur
6. Inspect rigging, jibs and lifting equipment for safe use
7. Use gloves fit for purposes

H. **Ground Disturbance: fuel sys, concrete forming/pouring and paving**

8. Review JSA, JCF, GPRS
9. Provide ground disturbance permit and JCF to BP prior to any work performed
10. Barricade work zones so SIMOPS in pour/pave areas does not occur
11. Do not work in public traffic areas without designed traffic control plan

I. **Confined Space Entry**

12. Review JSA, JCF, GPRS
13. Provide ground disturbance permit and JCF to BP prior to any work performed
14. Barricade work zones so SIMOPS in pour/pave areas does not occur
15. Do not work in public traffic areas without designed traffic control plan