



TRIPARTITE BEST PRACTICES

PRE JOB CONFERENCE GUIDELINES

The Ontario Construction Secretariat Tripartite initiative recognizes that effective communication and consistency of approach to various project aspects is a benefit for all concerned parties. The Pre Job Conference is a proven method of insuring projects start smoothly by identifying and addressing any concerns from the onset of a project. The following guidelines represent best practices from various organizations and provide a consistent and thorough approach to this important pre job task. In addition to the guidelines, templates for Work Assignments and Pre Job Conference Attendance are available. These may be modified as necessary depending on the practices in different locations. Please keep in mind the depth of detail related to the various items below should be directly related to the size and complexity of the scope of work.

WHY HOLD A PRE JOB CONFERENCE?

- Provides the opportunity for all parties to review the project at the same time with the same information
- Contractor can present the complete overview of the project including any special conditions, management and supervision
- Present the jurisdictional mark up and work assignment
- Opens early lines of communication to establish a positive relationship from the outset.

WHO SHOULD ATTEND?

- A representative of each building trade
- Owner / client representative as required
- A representative from each sub contractor (depending on size and complexity of scope)
- Contractor's project management team particularly key site supervision and safety co-coordinator

WHEN TO SCHEDULE CONFERENCE?

- As soon as reasonably possible after contract award and prior to starting work
- Consider a two stage approach if necessary; a preliminary meeting regarding mobilization etc. and a follow-up indepth meeting.
- Subsequent meetings may be required as scope details are issued

WHAT SHOULD BE DISCUSSED?

1) Project Overview / Description

Provide a clear description of the work in sufficient detail to insure an understanding of the work.

2) Schedule

Provide a preliminary schedule including key milestone dates such as:

- Mobilization date
- Interim completion dates for components of the work
- Key commissioning dates
- In service (start up) dates
- Target completion date

3) Safety Procedures

Present the overall safety program with the emphasis on prevention related to the site and scope, orientation procedures and highlight any special safety conditions.

4) Manpower

Provide the estimated requirements from each trade and manpower loading relative to the overall schedule.

5) Parking Facilities

Describe the specific location of parking lots and bussing arrangements.

6) Security

Describe the Owner's property and site specific procedures including if the Owner has reserved the right to spot check all vehicles and individuals entering or leaving the property. Provide the consequences of failing to follow procedures. Describe the system for check in /check out (brass, time card, swipe card etc.).

7) Organization Chart

Provide a chart showing the names and roles of key project and site management / supervision.

Provide the site office phone numbers, particularly for absenteeism call in. Include the cell phone numbers for all key personnel.



8) Sanitary Facilities

Provide the details of washroom / wash-up services and their location for both male and female personnel.

9) Hiring Procedures

Describe any requested changes to the normal practice for any of the trades. Detail any minimum qualifications required of any trade when hiring (e.g. welding certificates, equipment training). Describe any site conditions that may pose a health risk to workers such as food allergies.

10) Work Rules

Detail the Contractor's company policies, the Owner's policies and any site specific rules such as corrective action, harassment, absenteeism, theft, safety and provide a written copy of each whenever possible.

11) Hours Of Work

Describe the planned shifts, work days and start / quit times. Note any exceptions such as sandblasting / painting performed on the off shift. Describe the planned breaks and note exceptions such as staggered trade or crew breaks, giving the reasons.

12) Jurisdictional Mark Up / Work Assignments

A) Prior to the Pre Job Conference

- Review the pertinent collective agreements
- Research any trade agreements
- Research any decisions of record relative to possible overlap or conflict
- Research any local practices for the geographic location
- Prepare supporting documentation for contractor / client practices
- Prepare justification for assignments related to economy and efficiency
- Prepare the proposed work assignments using the enclosed template with as much detail as possible and referencing the scope of work document
- Every attempt should be made to send the proposed work assignments to all parties
- Insure sub contractors are attending and prepared to present their work assignments
- Prepare any handouts necessary related to Items 1 - 11 above

B) At the Pre Job Conference

- Have all parties complete an attendance sheet providing their full contact information (phone, fax, email)
- Present a clear and complete description of the work
- Review Items 1 - 11 leaving jurisdictional mark up to the last item
- Have the drawings, specifications and scope of work available for reference
- Present the scope and work assignments
- Introduce sub contractors and present their scope and work assignments
- If any work assignment is challenged obtain agreement from the affected trades on the deadline for submitting supporting evidence. (Note: Evidence both for and against should be requested)
- Set the date for making the final work assignments and notification



DATE:

GENERAL CONTRACTOR:

Final Assignment Date:

Page 1 of 1

PRE JOB CONFERENCE ATTENDANCE SHEET

DATE:

PLEASE PRINT CLEARLY

[illegible]

TRIPARTITE BEST PRACTICES PRE JOB CONFERENCE GUIDELINES



FOR MORE INFORMATION & INQUIRIES
PLEASE EMAIL US AT: INFO@ICICONSTRUCTION.COM

ALSO CHECK OUT THE OCS WEBSITE:

www.iciconstruction.com