

REMINDER: Pre-Shift Safety Meetings

Effective May 16, 2018, permit holders at sites that require the designation of a **Site Safety Manager, Site Safety Coordinator, or Construction Superintendent** must ensure each construction or demolition worker at the site takes part in a safety meeting at the beginning of the worker's shift, before the worker begins any construction or demolition work in the shift.

The pre-shift safety meeting **must**:

- Be conducted by a competent person who has the ability to communicate with each worker who takes part in the meeting
- Include a review of activities and tasks to be performed during the shift, including specific safety concerns or risks associated with the work.

Recording Keeping

The permit holder **must** maintain a record of at least one pre-shift safety meeting per week for each worker. The record must include:

1. the date and time of each meeting;
2. the name, title and company affiliation of each worker who participated;
3. the name, title and company affiliation of the competent person who conducted the meeting; and
4. the signature of the competent person who conducted the meeting.

Failure to conduct pre-shift safety meetings or keep records of these meetings may result in the imposition of penalties.

For further information, read [Local Law 204](#) and [BC 3301.12](#) and [BC 3301.12.3](#), found on the Department's website.