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.