

Project Safety Checklist

The Contractor shall use this checklist to identify and address health, safety and environmental issues that may be encountered or created during this project, prior to start of work. Submit the completed checklist to safety@hennepin.us in accordance with Article 10 of the General Conditions of the Contract. An electronic form/copy can be found at <http://www.hennepin.us/business/work-with-henn-co/contracting-with-hennepin-county>.

Project Name: _____
 County Project No.: _____ County Contract No. : _____
 General Contractor: _____
 Contractor Site Mgr.: _____ Office Phone: _____
 Email: _____ Cell Phone: _____
 Contractor Safety Mgr.: _____ Office Phone: _____
 Email: _____ Cell Phone: _____
 Start Date: _____ Est. Completion Date: _____

Work in occupied facilities must be coordinated with the County Project Manager and Facility Manager. Dust and odors shall be contained in the work zone unless exempted in writing by the County Project Manager. Activities that may affect fire alarms must be coordinated with the Facility Manager and County Project Manager. The jobsite, workplace safety, codes, and regulations are the responsibility of the Contractor within the project scope of work. Hennepin County Facility Services staff may request additional supportive safety documentation regarding this project.

Issue that may be disruptive to site occupants.	Is the issue likely to occur?	Have means & methods been developed to eliminate or control the issue?
Will work performed in or adjacent to occupied facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Odors (adhesives, solvents, caulks, paint, welding, cutting, engine exhaust, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dust (sanding, cutting, demolition work, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Noise (pneumatic tools, core drilling, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fire / Life Safety (access/ egress)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hazardous materials (silica, asbestos, lead, mold, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Site hazard control (signs, barriers, security, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Service Interruptions:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-Fire Suppression/ Alarm Systems	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-HVAC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-Communication (Phone/ Data)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-Electrical	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-Lighting	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-Sewer/ Water	Yes <input type="checkbox"/> No <input type="checkbox"/>	
-Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Environmental Protection: On-site containment and off-site disposal of hazardous materials must be coordinated with the Facility Manager and County Project Manager. Where previously unidentified hazardous materials or suspect hazardous materials are encountered during the project, stop work and promptly contact the County Project Manager and Chris McLinn. Chris can be contacted at 612-490-6349 or at christopher.mclinn@hennepin.us.

Facility Permits: All Hot Work, Work in Confined Spaces and Live Electrical Work requires prior coordination with the Facility Manager and County Project Manager. Submit Hennepin County Hot Work, Confined Space Entry and Live Electrical Work forms, as appropriate, to Facility Manager before the start of the work. The Facility Manager is responsible for insurance company notification requirements where the fire alarm system has been disabled because of Hot Work. When these permits apply to the work, Contractor's failure to comply with this permit process may result in a suspension of the work by the Owner.

Completed by (print name): _____
 Job Title: _____
 General Contractor Company: _____
 Date: _____

