

Project Name
PROJECT AGENDA
H&S TRAINING
Date, 8:00 a.m. – 5:00 pm
Location and Address Needed

INTRODUCTIONS

SAFETY MEETING – all consultants, contractor & subcontractor employees

- Freeport Contractor H&S Orientation Training – delivered by FMI (clarify when team finishes)
 - Safety Share
 - Introduction of personnel and their role
 - Housekeeping
 - Breaks
 - Restrooms
 - Emergency Evacuation Procedures
 - Freeport McMoRan H&S Policy and Culture
 - Initiate Contractor Onboarding Presentation
 - Contractor's Health, Safety and Environmental Manual
 - Rules, Procedures, Policies and SOPs
 - MSHA compliance
 - MSHA Rules to Live By
 - Work-space examinations
 - Lowing hanging fruit – wheel chocks, fire extinguishers, extension cords, etc.)
 - Identify Other Site-Specific training
 - Pit Driving
 - Other
 - Occupational Health
 - Potential Chemical Exposure
 - Noise Management
 - Risk Management
 - Stop Work
 - Fatigue Management
 - Roles and Responsibilities
 - Chain-of-Command (Organization Chart)
 - Project Management
 - FMI
 - Consultant
 - Contractor(s)
 - Safety Management
 - FMI
 - Consultant
 - Contractor(s)
 - Communications

- Internal
 - External
 - Cell Phone Use
 - Radio Use
 - Community Relations
 - Regulatory Relations
 - Other
- Site Specific Health, Safety and Environmental Plan (HSEP)- must cover elements of the HSEP template (insert link), delivered by Contractor Name
 - General Project Information – name, location, and description
 - Who the HSEP applies to and where it is kept
 - Contractor Personnel, Functions, and responsibilities
 - Subcontractors
 - Scope of Work
 - H&S Requirements/Expectations
 - Management of Change
 - Roles & Responsibilities
 - Risk Management
 - Risk Assessment – Hazards and Controls
 - Environmental Controls –
 - Air Quality – Dust Management
 - Water Management (Surface and Groudwater)
 - Spill Containment
 - Land Disturbance and reclamation
 - Biodiversity
 - Water Usage
 - Sanitation
 - Training Requirements
 - MSHA Elements
 - HAZWOPER Elements (If an OSHA site)
 - PPE
 - Communication
 - Medical Surveillance
 - Personal and Environmental Reporting
 - Permit Driven
 - FMI Driven
 - Project Access and Control
 - Person accounting (sign in/sign out)
 - Badging
 - SOPs
 - Decontamination
 - Incident Notification, Reporting, and Investigation
 - Emergency Plan
 - Daily Safety meetings and documentation
 - Other Safety meetings and documentation
 - Frequency and duration
 - Site Security
 - Traffic Control
 - Crew Parking
 - Emergency Response

- Incident Notification, Reporting and Investigation

Project Name
PROJECT AGENDA
BUSINESS MEETING
Date, 8:00 a.m. –
Location and Address Needed

SAFETY SHARE

INTRODUCTIONS & PROJECT ROLES

PROJECT SCOPE

- Background
- Construction Management and QA/QC
 - Requirements
 - Frequency
 - Reporting and Review of Results
- Pre-work contractor submittals
 - Safety (risk assessments and JHAs)
 - Technical (Work plans)
- Permits
 - Regulatory
 - FCX
- Project approach and execution
- Request for Information (RFIs)
- Mobilization
- Demolition
- Construction
- Waste management
- Dust Control
- Material staging, loading, and hauling
- Storm water management
- Storage areas (laydown yard(s))
- Material receiving and storage
- Material warehouse requirements
- Fueling
- Equipment maintenance
- Utilities
- Sanitation
- Office Area
- Equipment signage
- Site signage
- Other Logistics

PROJECT REPORTING/DELIVERABLES

- Work Plans/Means and Methods
 - Schedule
- Permit driven reporting
 - Stormwater
 - Other

- Progress reporting
 - Daily reports
 - Weekly meeting minutes
 - Schedule
 - Three-week look ahead
- H&S reporting
 - H&S activities and performance
 - Audits
 - Air monitoring results
 - D&A results
 - Man-hours
 - Incidents
 - Near Misses
- Environmental Monitoring and reporting
 - Air monitoring results
 - SWPPP (surface water)
 - Ground Water
 - Spill Containment and Reporting
 - Waste Management
 - Biodiversity
 - Water Usage
 - Land Disturbance, included reclamation areas
- Frequency
- Content

CONTRACTS AND INVOICING

- CAS Contracting System
- Contracts and Service Orders
- Change Order Process
- Invoice according to work breakdown structure (bid sheet)
 - Consultant's Construction Manager review and approve all invoices before submittal to FCX Project Manger
 - CM submits invoice to basware.com upon approval of FCX PM

WORK ACCEPTANCE

MISCELLANEOUS ITEMS

ACTION ITEM LIST AND ASSIGNMENTS

PROJECT CLOSEOUT

- Documentation, Warranties, and Equipment Manuals for Installed Equipment
- As-Builts and Final Reporting