

Project Onboarding Kickoff Meeting Expectations

The Project Onboarding Kickoff Meeting will serve as an introduction to consultants and/or contractors FMI's Health and Safety Policy, Culture and Philosophy; Site Specific Health and Safety expectations and Behaviors; and a review of the Scope of the Work, Logistics, Communications, Reporting, and Contracting.

- Facilitated by the Project Manager and H&S with assistance/attendance by H&S, Env, Training Dept., GSC, etc. Site Specific HSEP training is facilitated by the consultant and/or contractor.
- Owned by: Project Manger
- Frequency: At the beginning of the project and as needed if the project is phased and requires a crew(s) with a different skill set.

Developing the Agenda

Purpose:

The purpose of the Project Onboarding Kickoff Meeting is to set the tone for the project; and instill our safety policy, culture, philosophy, expectations, and behaviors with the goal of reducing safety incidents. Also, to give consultants and/or contractors an open forum to bring up project concerns before a project starts.

Expectations:

- Provide the facility and facilitate the Project Onboarding Kickoff Meeting.
- Require attendance (see Who should attend) in person
- Require active participation in the meeting by attendees to ensure they understand the material.
- Create and manage a Teams page to share deliverables and other relevant information

Scheduling:

All new projects will conduct a Project Onboarding Kickoff Meeting at the start of each new project. If the project is phased and multiple health and safety orientations are needed, the consultant and/or contractor shall coordinate with the Project Manager and H&S so plans for a facility and scheduling of the training can be made.

Who should attend:

Safety Meeting

- FMI Project Manager
- FMI Superintendent, if one is assigned
- FMI H&S Pro assigned to the Project
- FMI Contracts Control rep
- Additional FMI H&S Dept. Rep, if needed
- FMI Environmental Rep, if different than the PM
- FMI Training Dept. Rep, if needed
- Consultant and/or Contractor Project Manager, Site Superintendent, Site Safety Officer(s), and all crew members that will be working on the project

Business Meeting

- FMI Project Manager
- FMI Superintendent, if one is assigned
- FMI H&S Pro assigned to the Project
- FMI Contracts Control rep
- FMI Environmental Rep, if different than the PM
- Consultant and/or Contractor Project and H&S Management

Produce an Agenda for Safety Meeting and Business Meeting

- See Project Onboarding Kickoff Meeting Agenda example [\(Insert Link\)](#)