

QUICK AND DIRTY CHECKLIST

OFFICE TRAILER AND MISCELLANEOUS

- Office and storage trailers anchored
- Stairs and landing platform adequate to allow door to swing open with a person on the platform
- Emergency phone numbers (hospital, fire, ambulance and police) posted
- Phone available
- First aid log being maintained (contractors must use OSHA Form 200)
- EM 385-1-1 available
- Activity Hazard Analysis plan being used
- CSIR -1 forms available for reporting accidents/injuries
- MSDS Sheets available and maintained for easy reference
- Water with disposable cups available
- Toilet facilities available? If porta potties in use there must be one per 25 people
- Area posted as a "HARDHAT AREA", "NOISE HAZARD", etc. as required
- Garbage can and dumpsters available for garbage
- Construction debris segregated and disposed of at least once every two weeks
- Jobsite being cleaned daily
- Grass height acceptable
- Is traffic control around the site adequate
- Steps, doorways and hallways clear of tripping hazards
- If working over water, are personnel wearing life jackets
- Are nails removed from scrap lumber
- Are fire extinguishers available, fully charged and easily visible
- Are gas cylinders stored upright and secured with chain or rope
- Are floor openings either covered or clearly marked
- POL, etc. stored in bermed area capable of holding spills & NO SMOKING/OPEN FLAME signs
- Is Fuel stored in proper containers
- Lumber stacks not greater than 16' and brick stack heights not greater than 7'
- Waste not being dropped > 6' unless in an enclosed chute and area secured from traffic
- Impalement protection provided where personnel could work above vertical conduit, rebar, etc.
- Construction equipment equipped with rollover cages and back-up alarms
- Construction equipment checklists being performed

WORKING AT HEIGHTS

Anyone working in an area where they could fall 6', if yes there must be some means of fall protection:

- Scaffolding:
- Scaffolding erected on a stable base
 - Planks overlapped not less than 6" or more than 12" over end supports
 - Planks are overlapped at least 12" over each other
 - Tubing pinned properly
 - All cross bracing in place
 - If personnel can work below must have toe boards
 - If scaffold height is 4x individual unit (buck) width, must be secured to structure.
- Harness:
- Must be a body harness, not body belt
 - Must be tied off at all times

- Ladders: ___ Must extend 3' above landing platform
 ___ For use w/ hand tools only
 ___ Must be secured to the structure if not performing mobile operations
 ___ Must be in good shape (replace, don't repair)
 ___ Pay special attention to homemade versions!
- Mobile Lifts: ___ Must have a basket with guardrail all around
 ___ Workers cannot extend over the guardrail
 ___ Workers in basket in harness secured to recommended hard point (except scissor lifts)

EXCAVATIONS

- ___ Over 4' deep must have a ladder within 25' and have two means of getting out
- ___ Over 4' deep must have a 1-to-1 slope/stepped or trench box/shoring
- ___ Water being kept out or removed
- ___ Excavated material at least 2' from trench edge
- ___ Barricaded, etc. to prevent workers and public from falling into trench/hole
- ___ Excavation atmosphere checked at beginning of day and after lunch

ELECTRICAL

- ___ Temporary power panel and receptacles protected from weather
- ___ GFI's in use where individual tools are plugged in or at main panel (applies to renovations also!)
- ___ Temporary lights rigged and secured to supports properly with covers
- ___ If overhead power lines in area, some means of making sure all operations at least 10' away
- ___ Is contractor using their lockout/tagout program
- ___ Extension cords in good shape (insulation not damaged, plug securely attached)
- ___ Welding leads show no defects (especially w/in 10' of welding stick)

PPE

- ___ Wearing leather shoes (no tennis shoes), long pants and short sleeve shirt at a minimum
- ___ Hardhats being worn
- ___ Safety glasses where appropriate
- ___ Hearing protection where appropriate (if you have to holler they need protection)
- ___ Respirators/dust mask where appropriate

SPECIAL STUFF

- ___ Crane in use? If you don't know the requirements have Roni come to the site.
- ___ Confined spaces being entered? If you don't know the requirements have Roni come to the site.
- ___ Special, potentially hazardous, coatings being applied? If you don't know requirements, get Roni.