



**Project Superintendent** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Job #** \_\_\_\_\_ **Date:** \_\_\_\_\_

- 1. **Paperwork Requirements**
  - \_\_\_ Copies of OSHA construction standards
  - \_\_\_ Emergency telephone numbers
  - \_\_\_ Maintenance records for equipment
  - \_\_\_ Required signs and posters
  - \_\_\_ Material Safety Data Sheets
  - \_\_\_ Written hazard communication program
  - \_\_\_ Administrative Guide
- 2. **First aid**
  - \_\_\_ First aid supplies
  - \_\_\_ First aid instruction on the job
  - \_\_\_ Telephone number & location of nearest hospital
  - \_\_\_ First aid provisions made for prompt medical attention
- 3. **Housekeeping and Sanitation**
  - \_\_\_ General neatness of working areas
  - \_\_\_ Passageways and walkways clear
  - \_\_\_ Adequate lighting
  - \_\_\_ Projecting nails removed
  - \_\_\_ Waste containers provided and used
  - \_\_\_ Sanitary facilities adequate and clean
  - \_\_\_ Adequate supply of drinking water
  - \_\_\_ Harmful dusts, fumes, vapors or gases controlled
- 4. **PPE**
  - \_\_\_ Hard hats, high visibility traffic vests
  - \_\_\_ Safety glasses
  - \_\_\_ Dust masks
  - \_\_\_ Ear Plugs
  - \_\_\_ PPE for visitors
  - \_\_\_ Safety belts, lifelines, lanyards
- 5. **Fire Protection and Prevention**
  - \_\_\_ Fire protection program
  - \_\_\_ Fire extinguishers provided
  - \_\_\_ Emergency exits given priority
  - \_\_\_ No Smoking/Open Flame-signs posted where needed
  - \_\_\_ Storage use and handling of flammable liquids
  - \_\_\_ Proper use of temporary heating
- 6. **Flammable Gases and Liquids**
  - \_\_\_ All containers clearly identified
  - \_\_\_ Proper storage practices observed
  - \_\_\_ Fire hazards checked
  - \_\_\_ Proper storage temperatures and protection
  - \_\_\_ Proper types & number of extinguishers nearby
  - \_\_\_ Carts for moving cylinders
- 7. **Handling and Storage of Materials**
  - \_\_\_ All material stored and stacked properly
  - \_\_\_ Safe load limits of floor observed
  - \_\_\_ Aisles and passageways kept clear
  - \_\_\_ Rigging equipment inspected
  - \_\_\_ Proper handling & disposal of waste materials

- 8. **Tools, Hand and Power**
  - \_\_\_ Inspection and maintenance
  - \_\_\_ Damaged tools repaired/replaced promptly
  - \_\_\_ Proper grounding
  - \_\_\_ Proper instruction in use
  - \_\_\_ All Mechanical safeguards in use
  - \_\_\_ Tools neatly stored when not in use
  - \_\_\_ Proper tool being used for the job
  - \_\_\_ Power-actuated tools have required safeguards and are operated only by trained personnel
- 9. **Welding and Cutting**
  - \_\_\_ Qualified operators
  - \_\_\_ Screens, shields, goggles, gloves and clothing
  - \_\_\_ Electrical equipment grounded
  - \_\_\_ Fire extinguishers of proper type nearby
  - \_\_\_ Inspection of fire hazards
  - \_\_\_ Flammable materials protected
  - \_\_\_ Gas cylinders chained upright
  - \_\_\_ Gas lines protected and in good condition
- 10. **Electrical**
  - \_\_\_ Adequate wiring, well insulated, and grounded
  - \_\_\_ GFCI and assured equipment grounding provided
  - \_\_\_ Electrical dangers posted
  - \_\_\_ Tools and cords in good condition
  - \_\_\_ Temporary lighting per standard
  - \_\_\_ Location of overhead electric lines observed
  - \_\_\_ Diggers Hotline has been called
- 11. **Scaffolding**
  - \_\_\_ Erection under proper supervision
  - \_\_\_ Secured to structure and proper footing provided
  - \_\_\_ Ladders & working areas free of debris/snow/ice & grease
  - \_\_\_ Passerby protected from falling objects
  - \_\_\_ Supports plumb, adequate crossbracing provided
  - \_\_\_ Guardrails & toeboards in place
  - \_\_\_ Ropes and cables in good condition
  - \_\_\_ Properly inspected
- 12. **Fall Protection**
  - \_\_\_ Floor & roof openings have standard guardrails/covers
  - \_\_\_ Open sided floors, platforms, & runways more than 6 ft. high are equipped with standard guardrails
  - \_\_\_ Stairways equipped with railings and handrails
  - \_\_\_ Fall protection guidelines enforced - 6 foot rule
- 13. **Cranes**
  - \_\_\_ Inspect crane, cables and sheaves daily
  - \_\_\_ Check slings and chains, hooks and eyes
  - \_\_\_ Equipment firmly supported
  - \_\_\_ Outriggers used if needed
  - \_\_\_ Power lines de-energized, removed, or at a safe distance
  - \_\_\_ Proper loading for capacity
  - \_\_\_ Signaler provided where needed, understood & observed

- 14. **Motor Vehicles, Skid Loaders, Forklifts, Backhoes**
    - \_\_\_ Regular inspection and maintenance
    - \_\_\_ Qualified operators
    - \_\_\_ Local and state vehicle laws & regulations observed
    - \_\_\_ Brakes, lights, warning devices operative
    - \_\_\_ Weight limits and load sizes controlled
    - \_\_\_ Seat belts used
  - 15. **Excavation and Trenching**
    - \_\_\_ Shoring of adjacent structures
    - \_\_\_ Public roads and sidewalks supported & protected
    - \_\_\_ Materials at a minimum of 2' from the edge of excav.
    - \_\_\_ Water controlled
    - \_\_\_ Equipment at safe distance from edge
    - \_\_\_ Ladders or stairs provided where needed
    - \_\_\_ Equipment ramps adequate
    - \_\_\_ Frequent inspection
    - \_\_\_ Shored, sloped or bench
  - 16. **Concrete Construction**
    - \_\_\_ Concrete buggies, buckets, pumping systems, trowels and equipment used according to standards
    - \_\_\_ Reinforcing steel placing/tying according to stds.
    - \_\_\_ Shoring and storing equipment according to standards
    - \_\_\_ Drawing & plans for formwork, shoring, etc. on site
  - 17. **Steel Erection**
    - \_\_\_ Fall protection - 6' rule
    - \_\_\_ Floor opening covered and barricaded
    - \_\_\_ Ladders, stairs, or other access provided
    - \_\_\_ Structural steel assembly according to standards
  - 18. **Demolition**
    - \_\_\_ Survey made prior to start of demolition
    - \_\_\_ Chutes provided where required
    - \_\_\_ Utility service lines cut off or controlled
    - \_\_\_ Systematic removal according to standards
  - 19. **Ladders**
    - \_\_\_ Ladders inspected and in good condition
    - \_\_\_ Properly secured
    - \_\_\_ Siderails on fixed ladders extend 3 ft. above top landing
    - \_\_\_ Job built ladders constructed of sound materials
    - \_\_\_ Stepladders fully open when in use
    - \_\_\_ Metal ladders not used around electrical hazards
- Tool Box Talks  
 Pretask Planner  
 Near Miss Report \_\_\_\_\_ Date \_\_\_\_\_

**SAFETY INSPECTIONS/ COMMENTS/VISITORS**

<i>Mon.</i>	
<i>Tues.</i>	
<i>Wed.</i>	
<i>Thurs.</i>	
<i>Fri.</i>	
<i>Sat./Sun.</i>	