

Toolbox Talk

Weekly Jobsite Safety Meeting

-20129

New Work Site Checklist

General info

This Tool Box Talk has been developed as a guide to give the reader an idea of the various criteria that should be checked or reviewed before starting work at a new site.

A new work site can be defined as:

- » An empty piece of ground or building where new construction is occurring or new processes are being installed
- » An existing work area that is new to a recently hired or transferred employee

Checklist before starting work at a new site

- _ Before digging or excavating, always know what lies underground. Verify there are no power or water lines, nor contaminated ground due to spills or waste disposal.
- _ Inspect the condition of equipment. Verify machine guarding is in place, emergency stop devices are working, and the equipment is in overall safe operating condition. Know how to start-up and shut down equipment.
- _ Verify and understand evacuation or escape routes in the event of a weather event or disaster.
- _ Inspect the floors or ground for uneven areas or holes that could cause trips, spills or tip-over of equipment.
- _ Inspect high-walls, vertical surfaces and overhangs, including power lines, for loose or potentially falling objects and low clearance zones.
- _ Understand the Personal Protective Equipment requirements of the new job

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

- _ Review the Material Safety Data Sheets for any hazardous materials that are used.
- _ Understand the names and roles of personnel in the new work area. Identify the area's emergency response personnel if possible.
- _ Review job-specific hazards (slips, trips, burns, pinch-points, etc.) and any associated Standard Operating Procedures and Operating Manuals.
- _ Verify adjacent processes, neighbors and other nearby stakeholders are aware of the work to be performed at the new work site.
- _ Verify all signage and industry-specific markings and hand signals are understood.
- _ Understand traffic rules; know right-of-way policies, speed limits and other guidelines. •