



Daily Safety Meeting/Pre-Task Safety Plan

Project: _____ Date: _____

Location: _____ Site No.: _____

Site Safety & Health Officer: _____ Job Activity: _____

Task Personnel: _____

List Tasks: _____

Tools/Equipment/Materials Required (ladders, scaffolding, fall protection, cranes/rigging, heavy equipment, power tools, cords, generators, compressed gases, regulated chemical products, etc.):

Potential H&S Hazards, including chemical, physical, safety, biological, and environmental (check all that apply):

<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Explosion/fire Metal safety cans for fuel storage. No open flame, sparks ignition in hazardous/flammable/combustible storage areas. Let engine surfaces cool before fueling.	<input type="checkbox"/> Chemical splash Use PPE in accordance with SSHP/AHAs. Protect hands from splash during decontamination activities.
<input type="checkbox"/> Aerial lifts/platforms	<input type="checkbox"/> Thermal burns Watch for warm engine/muffler components on generators.	<input type="checkbox"/> Poisonous plants/insects Review SSHP/AHAs for identification of poisonous snakes in the geographic area. Long sleeves in areas where poison ivy, sumac, or oak may exist. Use insect repellent. Tape pant legs to boots (ticks).
<input type="checkbox"/> Elevated loads	<input type="checkbox"/> Welding/cutting	<input type="checkbox"/> Spills Use funnels and nozzles during fueling of generators.
<input type="checkbox"/> Heights/fall >6 ft	<input type="checkbox"/> Radiation Solar. UV protection on skin and UV eye protection. ANSI-rated safety eye protection only.	<input type="checkbox"/> Cuts/abrasions Do not use razor knives. Cut away from body. Identify and avoid rusty/jagged or sharp surfaces from aboveground features (brush, pipe chases/supports, utility structures, doors).
<input type="checkbox"/> Manual lifting >50 lbs or awkward loads, get assistance. If employee not capable of lifting 40 lbs, seek assistance.	<input type="checkbox"/> Chemical burns/contact Dermal protection (hands), eye protection. See SSHP/AHAs for PPE requirements per task.	<input type="checkbox"/> Slips, trips, and falls Exercise good general housekeeping practices. Identify/remove slip/trip falls hazards in work area. Watch for and avoid holes, ground protrusions. Watch for entanglement of feet around vines and brush.
<input type="checkbox"/> Pinch points	<input type="checkbox"/> Pressured lines/equipment	<input type="checkbox"/> Eye hazards/flying projectile Use eye protection at all times. Ensure head protection is used in areas where heavy brush, trees, thorns, vines exist when accessing well heads.
<input type="checkbox"/> Heavy equipment	<input type="checkbox"/> Electrical GFCIs for generators, inspect. Protect extension chords. Chords rated for use and have 3rd wire grounding.	<input type="checkbox"/> Water/drowning hazard
<input type="checkbox"/> Trench, excavations, cave-ins	<input type="checkbox"/> Overhead electrical hazards	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Noise Use hearing protection in loud work environments.	
<input type="checkbox"/> Weather conditions Foul and cold weather clothing as dictated by expected conditions.	<input type="checkbox"/> Ergonomics	
<input type="checkbox"/> Heat/cold stress Work/break regiment as dictated by heat exposure. Provide sufficient fluids for employee intake. Recommended employees begin with 16 oz of water before initiating fieldwork.		
<input type="checkbox"/> Overexertion Work/break regiment as dictated by task. Maintain fluid intake for hydration.		
<input type="checkbox"/> Inhalation hazard		

Continuation on page 3 of 3, if needed.



Hazard Control Measures (check all that apply):

PPE

- Head protection
- Face protection
- Hard toe work boots
- Thermal/lined
- Eye
- Dermal/hand
- Hearing
- Respiratory
- Reflective vests

Protective Systems

- Locate buried utilities
- Competent person
- Daily inspections
- Sloping
- Shoring
- Trench box
- Barricades

Fire Protection

- Fire extinguishers
- Fire watch
- Non-spark tools
- Grounding/bonding
- Intrinsically safe equipment
- Combustible materials storage
- Chemical storage

Proper Equipment

- Aerial lift/ladders/scaffolds
- Forklift/heavy equipment
- Backup alarms
- Hand/power tools
- Crane w/current inspection
- Proper rigging
- Operator qualified

Permits

- Hot work
- Confined space
- Lockout/tagout
- Excavation
- Demolition
- Energized work
- Local/environmental

Welding & Cutting

- Cylinders secured/capped
- Cylinders separated/upright
- Flash-back arrestors
- No cylinders in CSE
- Flame retardant clothing
- Appropriate goggles

Electrical

- Lockout/tagout
- Grounded
- Panels covered
- GFCI/extension cords
- Power tools/cord inspected
- Insulated tools/gloves

Fall Protection

- Harness/lanyards
- Adequate anchorage
- Guardrail system
- Covered opening
- Fixed barricades
- Warning system

Air Monitoring

- PID/FID
- Detector tubes
- Radiation
- Personnel sampling
- LEL/O2
- Other

Demolition

- Pre-demolition survey
- Structure condition
- Isolate area/utilities
- Competent person
- Hazmat present

Inspections

- Ladders/aerial lifts
- Lanyards/harness
- Scaffolds
- Heavy equipment
- Cranes and rigging
- Other per Field Safety Plan

Training

- Hazwaste
- Construction
- Equipment
- Competent person
- Task-specific (AHA)
- Hazcom

Confined Space Entry

- Isolation
- Air monitoring
- Trained personnel
- Permit completed
- Rescue provisions

Medical/Emerg. Response

- First-aid & BBP kit
- Eye wash
- FA-CPR training
- Route to hospital

Heat/Cold Stress

- Work/rest regime
- Rest area
- Liquids available
- Monitoring
- Training

Vehicle/Traffic

- Traffic awareness
- Traffic control
- Barricades
- Flags
- Signs

Field Notes:



Additional Space for Project-Specific Hazard Awareness (if necessary): _____

Attendees:

Name (printed):

Signature:

Meeting Conducted By:

Name (printed)

Signature