

DAILY JOB BRIEFING: DATE _____

Required PPE / Safety Equipment

- ☐ Hard Hat, Safety Glasses, Work Boots
- ☐ Safety Vest / Class 3 Hi-Vis Clothing
- ☐ Hearing Protection ☐ Dust Mask
- ☐ FR Coverall / 100% Cotton Undergarment
- ☐ AC Face Shield / FR Kevlar Sleeves & Gloves
- ☐ 1KV Electric Hazard Rated Rubber Gloves
- ☐ Fire Extinguisher
- ☐ Other:

HAZARD CATEGORIES

PREVENTATIVE MEASURES

Work Area Protection

- ☐ Advanced Warning Signs
- ☐ Cones & Barricades
- ☐ Vehicle as Barrier
- ☐ Pedestrian Walkway
- ☐ Arrow Board
- ☐ Flag Person(s)
- ☐ Cone Toppers
- ☐ Noise Mitigation Plan(borough specific)
- ☐ Bike Lane Signage
- ☐ Close crosswalk signs

Weather Conditions

Rain, Sleet, Snow, Wind, Fog,
Thunderstorms, High Temp, Low
Temp, Flooding, Mud

- ☐ Slip Resistant Footwear/Spikes
- ☐ Slippery Surface Walking Techniques
- ☐ Sand / Salt Work Zone
- ☐ Proper Hydration
- ☐ Periodic Work Breaks

Situational Awareness

- ☐ Self Check/Peer Check
- ☐ Safety Stop/Time Out

Heavy Equip / Tools / Rigging

Backhoe, Loader, Trencher, Skid
Steer, Dig-It, Crane, Dump Truck,
HDD, Road Saw, Pneumatic
Equip

- ☐ Backup Alarm Functional
- ☐ Hand Signals Confirmed
- ☐ Utilize Spotter
- ☐ Whip Checks on Compressors
- ☐ Air Safety Check Valve
- ☐ Swing Radius Review
- ☐ Blind Spot Awareness
- ☐ Inspect Rigging Equipment
- ☐ Stabilizers Up when Moving
- ☐ Establish Drop Zone
- ☐ Be Aware of Overhead Obstacles
- ☐ Verify Sufficient Load Capacity of Lifting Equipment

Vehicle

Backing, Damage by Public
Vehicles, Vehicle Security,
Entering / Exiting Risks

- ☐ Spotter for Backing & Tight Maneuvers
- ☐ Monitor Vehicle Within Work Zone
- ☐ Lock Vehicles Outside Work Zone
- ☐ Other:
- ☐ Parking Brake
- ☐ Wheel Chocks
- ☐ Remove Keys
- ☐ Utilize 3 Points of Contact
- ☐ Safe Parking Locations
- ☐ Effective communication between operators/drivers and spotters

Soft Tissue Injury Prevention

Sprain, Strain, Contusion,
Laceration, Abrasion

- ☐ Co-worker/Mechanical Lift Assist
- ☐ Identify Pinch Points/Sharp Edges
- ☐ Do not step under truck body when raised
- ☐ Stretch & Flex
- ☐ Proper Body Position
- ☐ Maintain 3 Points of Contact on vehicles
- ☐ Other

Required Supplies

Environmental, Health &
Safety Supplies

- ☐ Fire Extinguisher!(inspected)
- ☐ First Aid Kit Available
- ☐ Bloodborne Pathogen Kit
- ☐ Other:
- ☐ Burn Kit Available
- ☐ Attack Pac Spill Kit
- ☐ Health And Safety Plan
- ☐ Safety Stop / Time Out
- ☐ Condition of Tools
- ☐ Spill Blocker Berms

Has the checklist been checked and any deficiencies rectified?

Job Hazards not covered by the checklist Procedure/Precaution

Procedure/Precaution to address each hazard and PPE Required

Job Briefing Conducted By:

Attended By (signatures required)

SIDEWALK & ROADWAY PAVING- LOCATION SPECIFIC JOB BRIEFING

A Job Briefing must be conducted at the jobsite by any multi-person crew before the start of each job, shift, or when conditions change.

Work Location: _____

Ticket #: _____ Date: _____ Time: _____

Scope Of Work _____

Required PPE / Safety Equipment	Pre-Work Assessment			
<input type="checkbox"/> Hard Hat, Safety Glasses, Work Boots <input type="checkbox"/> Safety Vest / Class 3 Hi-Vis Clothing <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Dust Mask <input type="checkbox"/> FR Coverall / 100% Cotton Undergarment <input type="checkbox"/> AC Face Shield / FR Kevlar Sleeves & Gloves <input type="checkbox"/> 1KV Electric Hazard Rated Rubber Gloves <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Other:	Valid Work Permit:	Yes	No	N/A <input type="checkbox"/> Emergency Permit in Process
	Valid Dig Safe/One Call Ticket:	Yes	No	N/A
	Dig Safe Pre-Marks	Yes	No	N/A
	Cell Phone Coverage:	Yes	No	N/A

Hazard Categories	✓	Preventative Measures
Road Conditions/Traffic Hazards Heavy Vehicular Traffic, High Speed Vehicles, Commercial Vehicles, Pedestrian Volume, Proximity to School / Businesses	<input type="checkbox"/> Vehicle Traffic HEAVY- LIGHT <input type="checkbox"/> Pedestrian Traffic HEAVY - LIGHT <input type="checkbox"/> Bike Lane <input type="checkbox"/> Bus Route <input type="checkbox"/> Other :	<input type="checkbox"/> One Way Street <input type="checkbox"/> Two Way Street <input type="checkbox"/> 2 Lanes plus Parking Lane <input type="checkbox"/> 4 Lanes plus Parking Lane <input type="checkbox"/> Bioswale <input type="checkbox"/> Fire Dept <input type="checkbox"/> Police Precinct <input type="checkbox"/> School <input type="checkbox"/> Establish incident command with FD/PD
Jobsite Hazards Undermine, Active Construction, Tripping Hazards, Traffic Plates, Material Storage, Debris, Environmental Concerns, Noisy, Dark	<input type="checkbox"/> Identify / Eliminate Tripping Hazards <input type="checkbox"/> Effective Communication between spotters and operators/drivers <input type="checkbox"/> Traffic Plates Stored / Handled Properly Other:	<input type="checkbox"/> Equipment, Tools & Material Stored Properly <input type="checkbox"/> Fall Protection <input type="checkbox"/> Safety Stop/Time Out <input type="checkbox"/> Jobsite Lighting <input type="checkbox"/> Maintain Situational Awareness <input type="checkbox"/> Identify other energy sources
Other Utility Assets OH/UG Electric, Cable, Telephone, Water, Sewer, Cesspool, Sprinklers	<input type="checkbox"/> Hand Excavate within Tolerance Zone <input type="checkbox"/> Shunt on Cut <input type="checkbox"/> Overhead Utility lines Other:	<input type="checkbox"/> Verify Markout

Has the checklist been checked and any deficiencies rectified? Y / N

Job Hazards not covered by the checklist: Procedure/Precaution

[illegible]

Foreman:

Job Briefing Conducted By:

Attended By(Signatures Required):
