New Job Site - Safety Checklist

When beginning work at a new job site, all employees must be trained and instructed on the following:

Location of:
- Required State, Federal & Cal/OSHA Notices—Bulletin Board or Mobile Poster Pack
- Company Code of Safe Practices—Must be at the job site and accessible at all times
- List of Hazardous Substances present at the job site (w/MSDS)
- Designated Medical Facility (Kaiser or other pre-designated provider in area)
- Fire Extinguishers
- Emergency exit routes and safe location for employees to assemble in the event of an evacuation
- The company IIPP (Injury & Illness Prevention Program)
- The company Hazardous Communication Program (HazCom Program)

Identify:
- Personal Protective Equipment provided by the company and required use of same
- Day, time, and location of scheduled safety meetings—Mandatory every Monday morning
- Responsible employee in the event of Superintendent and Lead Foreman’s absence
- Lead employee(s) responsible for assisting with job site safety
- Name of Company Safety Officer (Dick Ghilotti/GCC Safety Task Force)—Individuals responsible for the company safety programs

Review:
- Identified job site hazards
- Potential exposures requiring special safety precautions—i.e. trench work, etc.
- Equipment that will be present at the job site
- Emergency Evacuation Procedures—Identify alarm system that will be used to initiate evacuation
- Housekeeping procedures
- Storage and handling procedures for flammable or combustible materials, if applicable
- Storage and handling procedures for hazardous substances, if applicable
- Substances used by other contractors/employers at the job site and any required safety precautions
- Required mandatory attendance at scheduled and unscheduled Tailgate Safety Meetings

Verify:
- Employees are trained to perform assigned tasks

Remind Employees:
- They are not to perform duties that they are not trained or certified to perform
- They are not to operate equipment that they are not trained or certified to operate
- They must immediately report identified unsafe job site conditions or practices
- They must immediately report any injury or illness that they believe to be caused by work
- They must report any near-miss incidents or accidents resulting in damage or injury to another party
- The company disciplinary policy will be enforced to ensure the safety of all employees
- The HazCom and IIPP is available for every employees review upon request
- The company has a Field Safety Incentive Raffle system to reward safe work practices

Safety meetings are mandatory every Monday! Completed topics must be turned in to the Shop Office Tuesday Morning!
New Job Site - Safety Checklist - (Continued from front)

**Foreman’s Check List:**
- Posting Notices Accessible - Identify Location
- GCC Code of Safe Practices Accessible
- USA Notified/Lines Marked (800) 227-2600
- PG&E Notified/10’ Rule (800) 743-5000
- Required Cal/OSHA Permit(s) obtained
- Emergency Exit Routes/Meeting Location Identified
- Special Hazards Identified
- Fire Extinguishers Charged & Accessible
- First Aid Kit Stocked and Accessible
- Trenching operations & requirements reviewed
- Flagging Operations Reviewed
- Housekeeping/Storage & Handling Requirements Reviewed
- Personal Protective Equipment Reviewed
- Equipment Inspected (faulty/damaged equipment must be tagged and returned to the Santa Rosa Yard)
- MSDS are available for all substances present at the jobsite
- Hazard inspections and corrections are documented

**Reminders:**
- Work-related injuries MUST be reported immediately
- GCC uses designated medical providers for treatment of work-related injuries
- All accidents and near-miss incidents must be reported
- No employee can enter a trench exceeding 5’ deep unless advised that is is safe by the competent person
- MSDS sheets are available for review - do not work with any product that you are not familiar with
- Do not enter areas where substances are being used by other contractors, unless trained on the proper safety precautions
- Horseplay is not permitted
- Daily jobsite walkthroughs must be performed
- No employee is permitted to perform any task that they have not been trained to perform
- All potential and/or identified hazards must be reported to allow for immediate correction and communication of exposure to other workers
- Discuss parking arrangements for the project

**Special Topics for Project (address specific exposures, MSDS reviewed, etc.):**
________________________________________________________________________________________________________
________________________________________________________________________________________________________

**Safety Recommendations & Employee Comments:**
_____________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

**Tailgate Meeting Attended By (employees are required to sign/print name):**
Signature includes confirmation of the following:
- In the last week I have not suffered any work-related injury or illness that has not been reported to my Supervisor
- In the last week I have not been denied my authorized 10-minute breaks
- In accordance with Prop 65 requirements, I have been notified that at I may be working in areas, or with products, which contains chemicals known to the State of California to cause Cancer and Birth Defects or Other Reproductive Harm

**Su firma incluye la confirmación de lo siguiente:**
- En la semana pasada no he sufrido ninguna lesión o enfermedad relacionada con el trabajo que no haya sido reportada a mi Supervisor.
- En la semana pasada no he sido prevenido de tomar mis descansos autorizados de 10 minutos.
- De acuerdo con los requerimientos de la Prop. 65, se me ha notificado que yo pudiera estar trabajando en áreas o con productos que contienen químicos conocidos por el Estado de California como causantes de Cáncer, Defectos de Nacimiento u otro Daño Reproductivo.

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**Supervisor (Print Name):**  **Date:**  ________________________________