

SECTION 1 - JOBSITE START UP CHECKLIST

The home builder/general contractor/superintendent should use this checklist when starting up a new jobsite. This checklist will guide them while setting up a new jobsite. When a **task** is complete, please date and initial the appropriate column.

Task	Date Complete	Initials
<p>Print the following items from the Forms section of the NAHB Safety Program Toolkit website and post in a prominent location on the jobsite.</p> <ol style="list-style-type: none"> 1. Code of Safe Work Practices 2. Emergency Contact Form (fill out and post) 3. Competent Person Roster (fill out and post) 4. Subcontractor Safety Violation Reprimand/Fine Policy 5. Crane Hand Signals (English & Spanish) 6. OSHA Fall Prevention Poster (English & Spanish) 7. OSHA Excavation Poster (English & Spanish) 8. OSHA Posters (English & Spanish) 		
<p>Find the location of the nearest emergency facility for on the job injuries. Print a map and directions to this facility and post in a prominent location on the jobsite.</p>		
<p>Post the Urgent Care / Worker’s Compensation Clinics to be used by employees for non-emergency issues.</p>		
<p>Post all required federal and state labor posters on the jobsite. This includes minimum wage posters, family medical leave act, etc. An all in one poster set is the preferred method. Make sure the posters are up to date.</p>		
<p>Ensure your site has the proper first aid and safety equipment to protect your workers. Contact your company Safety/HR department for a complete list, here is a common list of items that should be on the jobsite:</p> <ul style="list-style-type: none"> • First Aid Kit-appropriate size for number of employees with CPR Mask • Bloodborne Pathogen / Body Fluid Clean Up Kit • PPE (Hard Hats, Safety Glasses, Respirators, Ear Protection etc.) • Safety Signage (Hard Hats Required, No Trespassing, etc.) • Fall Protection Equipment • Eye Wash Station • Caution Tape / Danger Tape to warn of any hazards including open excavations 		

REVIEW EACH SECTION OF YOUR SAFETY PROGRAM AND MAKE SURE ALL EMPLOYEES REVIEW:		
<ul style="list-style-type: none"> • Section 2 - Safety Goals and Responsibilities: Make sure you understand your goals and responsibilities associated with this program. If you have any questions, please discuss with upper management. 		
<ul style="list-style-type: none"> • Section 3 - Safety and Health Guidelines: Review and understand the general safety and health guidelines that are found in this section. These are basic rules and you can decide to make some more specific rules relevant to your jobsite. 		
<ul style="list-style-type: none"> • Section 4 - Hazard Communication Plan: Review and understand the hazard communication plan. Train your employees in the requirements of this plan and the Safety Data Sheets. 		

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<ul style="list-style-type: none"> • Section 5 - Chemical Inventory List & SDSs: Fill out the chemical inventory list for the chemicals that your company uses or supplies. SDS forms should be filed in the same order as the chemical inventory list right behind the chemical inventory list. 		
<ul style="list-style-type: none"> • Section 6 - Emergency Action Plan: Review and understand the basic emergency action plan. A more specific plan can be developed for the jobsite. 		
<ul style="list-style-type: none"> • Section 7 - Vehicle Safety Plan: Review and understand vehicle safety. Although this plan is specifically designed for company owned vehicles, its procedures should be followed for personal vehicles as well. 		
<ul style="list-style-type: none"> • Section 8 - Employee Safety & Health Handbook: Each employee of the company should be given a copy of this handbook. They should read it and sign the last page and return to management. Make sure all of the employees on your site have previously completed this task, or have them complete it prior to working on your site. 		
<ul style="list-style-type: none"> • Section 9 - Employee Training Records: Use these forms to document all the training you conduct with your employees. Do not use this form for any subcontractors. 		
<ul style="list-style-type: none"> • Section 10 - Employee Disciplinary Action Form: Use this form if you need to discipline any employee following the discipline policy found in section 2 of this program. 		
<ul style="list-style-type: none"> • Section 11 - Subcontractor Safety Plan: Review this section and go over this with all subcontractors. The forms that need to be filled out are in the following sections. 		
<ul style="list-style-type: none"> • Section 12 - Subcontractor Safety Agreement: Hand a copy of this to each subcontractor on the jobsite. These forms should be signed and return prior to work starting on the jobsite. Completed forms should be filed in this section. 		
<ul style="list-style-type: none"> • Section 13 - Subcontractor Fall Protection Checklist: Hand a copy of this to each subcontractor on the jobsite. These forms should be signed and return prior to work starting on the jobsite. Completed forms should be filed in this section. 		
<ul style="list-style-type: none"> • Section 14 - Subcontractor Reprimand / Fine Policy: Hand a copy of this to each subcontractor on the jobsite. These forms should be signed and return prior to work starting on the jobsite. Completed forms should be filed in this section. 		
<ul style="list-style-type: none"> • Section 15 - OSHA Inspection Procedures: Review and understand the OSHA inspection procedures contained in this program. Plan ahead and be ready. 		
<ul style="list-style-type: none"> • Section 16 - OSHA Inspection Report: Review the required report if you have an OSHA inspection. This report will document important information that may be relevant if a citation is issued by OSHA. 		
<ul style="list-style-type: none"> • Section 17 - Incident Investigation Procedures: Review the procedures to investigate any incident that occurs on the jobsite. Contact upper management if you have any questions. 		
<ul style="list-style-type: none"> • Section 18 - Incident Investigation Forms: These forms can be used for any accident or near miss. The instructions and guidelines are found in the previous section. 		

Checklist filled out by (Print Name): _____ Title: _____

Signature: _____ Date: _____