

## Pre-Job Briefing Safety Checklist

Supplier Company Name \_\_\_\_\_

Job Name/Description \_\_\_\_\_

Date \_\_\_\_\_

Supplier Representative Name \_\_\_\_\_

Date \_\_\_\_\_

Contract Manager \_\_\_\_\_

Applies	Does not apply:	Potential Hazards/Issues	List actions required for all hazards or issues that apply to this job.
		<b>Chemicals:</b>	
		- MSDS available on site in site contacts office at all times.	
		- Labeling of chemical containers All chemicals should be maintained in properly labeled containers	
		- Emergency Shower/Eyewash One eyewash station will be required on the roof. The station should also be kept out of the direct sunlight.	
		- Chemical Storage/Compatibility All chemicals should be maintained in properly labeled containers. Red label material can be stored in the locked trailer in the lay down area or fire cabinet	
		- Chemical usage, All chemicals should be used as intended..	
		No red label material (including gasoline) can be left on the roof at the end of the day.	
		No liquids, other than rain water, should be allowed to enter the roof drains or storm drains.	
		If a spill occurs, it should be contained and Co. EH&S called within 59 minutes. Co. EH&S can be reached at 800-123-4567. A spill containment kit should be on the roof and on the ground.	
		<b>Safety/Health:</b>	
		- Fall Protection. Warning lines should be used along the perimeter. If anyone is outside the warning lines, then a full time monitor is required. This person should wear an orange vest and only perform monitoring duties.	

		- Eye, face, hand and head protection The equipment should also be in good working condition. Contractor is responsible for providing the required PPE for their employees	
		- Hearing protection • Hearing protection should be used as needed.If any employee is working within 10 feet of an operating generator, then hearing protection must be used. If it is necessary to speak above a normal voice, then hearing protection must be used.	
		Hand protection must be worn as required. Gloves must be worn when handling any material and Kevlar or leather gloves must be worn while cutting material. Wet leather gloves should not be used.	
		Tools and equipment must be tethered when working at the roof perimeter.	
		Safety glasses are required at all times. All safety glasses must be ANSI approved. A face shield is required while grinding or sawing.	
		Hard hats will be required when working with an overhead danger. They must be worn while working on the ground or staging material on the roof.	
		The ladder should extend at least 3 rungs. The ladder should be removed at the end of each day. The ladder should not be used to support the extension cords.	
		- Electrical protective equipment. All electrical equipment should be GFCI certified.	
		- Electrical Safety. All extension cords must have the original manufacturer ends. The generator must be grounded to the structure with a copper wire.	
		- Confined space entry.	
		- Lockout/ Tag out.	
		- Trenching/ excavation.	

		- Motor vehicle and equipment safety. The forklift must be operated by a trained employee. The maintenance log should be kept with the forklift. The forklift should be inspected and the inspection recorded daily. The backup alarm must be operable. Spotter in orange vest when moving materials.	
		- Compressed gas cylinder use/storage.	
		- Asbestos, arsenic, lead hazards. A certified asbestos supervisor will be present during the removal of the base flashings.	
		- Insulation – mineral wool/fiberglass	
		Work around the existing radio antenna should be kept to a minimum. Workers should not congregate near this equipment.	
		<b>Fire Protection:</b>	
		- Control of combustibles.	
		- Hot work permits where required. A 30-minute fire watch is required after the equipment is turned off.	
		Management should be aware of any allergies or current health issues of all contract employees.	
		Symptoms of heat stress should be monitored.	
		- Fire extinguishers availability. Fire extinguishers are required on the ground and on the roof. Each unit should have updated commercial inspections and must be inspected by contractor monthly.	
		- Protective clothing • Steel-toed or composite-toed shoes must be worn while performing tear-off activities or during material handling..	
		An appointment for the insurance inspection should be scheduled. The inspection letter will be forwarded to Consultant or Company project manger to be included in the closeout package to Company. This inspection should take place near the middle of the project.	
		<b>Emergency Planning:</b>	

		- Emergency contacts & phone numbers.	
		- Radiation protection (nuclear site projects only)	
		Access to emergency medical services, confirmed that all key staff had cell phones. The physical address to this site.	
		<b>Other:</b>	
		- Condition of materials/ housekeeping. All material must be stored securely and must be completely covered with tarps. This includes all insulation, rolled goods, lumber and pail goods. Materials stored on the roof can not obstruct the flow of water to the drains.	
		- Required training.	
		- Fitness for Duty. Employee should be fit for duty when they arrive each day. No alcohol or illegal are allowed on site. Prescription and OTC medications must be kept in their original containers. If the prescription or OTC medications causes the employee to behave in a manner which is deemed "not fit for duty", then they should remain at home.	
		- Process for reporting injuries.	
		- Non-English speaking personnel a translator will be required at all times. The translator must be able to read, write and speak English.	
		- DOT requirements	
		- X-Ray Equipment	

Safety Professional Signature \_\_\_\_\_