

Town of Stratham Highway Department

Daily Job & Safety Briefing



Job Site Location:	Date:
Job Being Performed:	Highway Agent/Foreman:

This daily briefing sheet is to be used at the start of each shift. The scope work for the shift is to be reviewed and the associated hazards identified using the blocks below. All identified hazards must be controlled.

Hazards Associated with the Job

Chemicals	Electrical Hazards	Environmental	Fall Protection	Ladders	Mechanical/Equip	Work Over/Near Water
MSDS Book Present	Overhead Wires	Asbestos/Lead/Silica	Unprotected Hazards	Erected at Correct Angle	Back-up Alarms	Life Jackets present
Chemicals Labeled	Extension Cords	Confined Space	Aerial Lift Use	Secured / not using top rungs	Licensed Operator(s)	Throw Ropes
Spill Kit	Lock Out/Tag Out	Excavations	Fall Arrest Equip.	Inspected? Not damaged	Fire Extinguisher(s)	Rescue Boat readily available
Eye Wash Station	GFCI Use	Extreme Heat/Cold (temps)	Horizontal Life Lines	Type 1A or 1AA	Maintenance Issues	Ring Buoy every 200'
	Job Trailers	Pressurized Fluids/Gases	Rebar Caps	Three rungs above access Point	Guards in place & working	Oars, oar locks and life jackets
	Flash Potential			Good Footing	Equipment Failure	Is the rescue boat ready to go
	Static Charges			One person at a time	Wheels chocked	

Other	PPE	Respiratory Protection	Scaffolding	Site Cleanliness	Hoisting	Trenching
CPR/First Aid Personnel	Safety Glasses	Correct filters	Set-Up & Use	Trip Hazards	Hoisting Permit Req'd	Trench Protected
Waste Materials	Vest	Engineering Controls	Handrails Installed	Trash	Tagged Rigging	Trench Boxes Inspected
Proper labeling	Footwear	Current fit tests	Full Decking	Signage	Demo plan at site	Water in Trench
Power tool use	Hearing Protection	Traffic Safety	Solid Base	Fire Hazards	Load Chart Reviewed	Access/Egress
Trailers loaded properly	Hard Hat	Traffic Controls	Not Overloaded	Fire extinguishers present	Travel path reviewed	Jackie's Law
		Driving Conditions	Proper Access	Hot work Permits current	No one under a load	
		Moving/Shifting Loads			Rigged properly	

HAVE WE CONSIDERED... **Special Precautions Work Procedures** People Isolation of Equipment Worker Fatigue **Adjacent Structures** Adequate Grounding Public Safety (Details) **Condition of Structures Working Clearances** Pedestrian Controls Weather Conditions DIG SAFE Other Utilities **Lighting Conditions** E 9-1-1 Protocol **Sub-Contractors** Terrain **Bodies of Water**

NOTES:				

Highway Department Daily Safety Sheet