

New Work Site Checklist

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TOPIC: New Work Site Checklist

General info

This Tool Box Talk has been developed to give the reader an idea of the various criteria that should be checked or reviewed before starting work at a new site. This list does not take the place of local and federal regulations and is to be used as a guide only. A new work site can be defined as:

- An empty piece of ground or building where new construction is occurring or new processes are being installed
- An existing work area that is new to a recently hired or transferred employee

Checklist before starting work at a new site

Before digging or excavating, always know what lies underground . Verify there are no power or water lines, nor contaminated ground due to spills or waste disposal.
Inspect the condition of equipment . Verify machine guarding is in place, emergency stop devices are working properly, and the equipment appears in overall safe operating condition. Know how to start-up and shut down equipment.
Verify and understand evacuation procedures or escape routes in the event of a weather event or disaster.
Inspect the floors or ground for uneven areas or holes that could cause trips, spills or tip-over of equipment.
Inspect high-walls, vertical surfaces and overhangs , including power lines, for loose or potentially falling objects.
Understand the Personal Protective Equipment requirements of the new job
Review the Material Safety Data Sheets for any hazardous materials that are used.
Understand the names and roles of personnel in the new work area. Identify the area's emergency response personnel if possible.
Review job-specific hazards (slips, trips, burns, pinch-points, etc.) and any associated Standard Operating Procedures and Operating Manuals.
Verify adjacent processes, neighbors and other nearby stakeholders are aware of the work to be performed at the new work site.
Verify all signage and industry-specific markings and hand signals are understood.
Understand traffic rules ; know right-of-way policies, speed limits and other

Discussion Date: Employee Participants: The material in this document is provided for

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