

EMPLOYEE DAILY ACTIVITY AND SAFETY REPORT

Foreman Use			<p>A job site safety meeting was held today. We inspected all items from the list on the reverse. We have reviewed the project for all potential hazards and have informed the Foreman of them. Any questions or observances about safe work practices, tool & equipment use, and/or job site conditions have been addressed.</p> <p style="text-align: center;">I understand that I am NOT TO WORK on any items or in any areas that present a hazzard.</p> <p style="text-align: right;">Employee Signature: _____</p>
<i>Today's Date:</i>			
Employee Name	Phase	Hrs	
1			X
2			X
3			X
4			X
5			X
6			X
7			X
8			X
Job Location:			

ALL ITEMS MUST BE REVIEWED EACH WORK DAY

- ✓ All employees are wearing required hard hats.
- ✓ Employee(s) not in compliance have been instructed to put on their hard hat immediately.
- ✓ Personal protection equipment is being used where necessary (Safety Glasses, Earplugs, Dust Masks, Adequate Clothing and Foot Protection).
- ✓ Fall Protection is being used in applicable circumstances (Safety belts/Harnesses, Guardrails are erected, etc).
- ✓ All Scaffolding and Work Platforms are erected properly, on a sound surface, and are being used in a safe manner, all scaffolding components are in good working order.
- ✓ All Ladders are in good condition and are being used with safety.
- ✓ All tools, whether company owned or personal, are in good working condition. Electrical Tools are free of any damage, and have no missing safety guards.
- ✓ Any Tools in need of repair have been tagged to be sent into the shop. Tagged tools will not be used.
- ✓ All electrical cords have been thoroughly checked for tears and exposed wiring and are properly grounded.
- ✓ Electrical cords that are observed to be damaged have been immediately discarded.
- ✓ Housekeeping is being well maintained on this project;
- ✓ The Job site has Adequate Lighting;
- ✓ If the job site is not clean, well lit, and hazard free:
 1. Stop work in this Area.
 2. Immediately notify the Job Superintendent.
 3. Complete the form on the reverse and fax it to the office.
- ✓ All Warning Signs are posted as necessary.
- ✓ Any Areas where a laser level is being used is clearly posted with a warning.
- ✓ A Fully stocked First Aid is on the job site.
- ✓ Overall General Condition of the project has been checked. Any unsafe situations have been quickly remedied. These may include but are not limited to: Sharp Edges, Tripping Risks, Sources of Falling Objects, Electrical Hazards, etc.