



# Ashland Construction Company

4601 Atlantic Ave Raleigh NC 27604 919-872-7500 Fax 919-872-7913

## SITE SAFETY ORIENTATION REPORT

Prior to any work beginning onsite, all subcontractors' employees who will be authorized to work on the site shall review and sign this form and submit it to the Ashland Construction site superintendent.

**Subcontractor**

Company: _____
First Day on Project: _____

Project Name: _____
Project Number: _____
Date: _____
Time: _____

### ITEMS REVIEWED

	YES	N/A		YES	N/A
<b>1. Personal Protective Equipment Requirements:</b>			<b>8. Scaffolding Requirements:</b>		
• Hard hats & safety vests must be worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>	• Guardrails required if platform is 6' or higher.	<input type="checkbox"/>	<input type="checkbox"/>
• Proper clothing: Long pants, shirt with sleeves & boots are required.	<input type="checkbox"/>	<input type="checkbox"/>	• Platform must be fully planked	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing protection as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	• Ladder or stair access must be used.	<input type="checkbox"/>	<input type="checkbox"/>
• Face Protection as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	• Do not move rolling scaffold while occupied.	<input type="checkbox"/>	<input type="checkbox"/>
• Gloves as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Tool &amp; Equipment Safety:</b>		
• Respiratory protection as necessary	<input type="checkbox"/>	<input type="checkbox"/>	• Seat belts must be worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Fall Protection Requirements:</b>			• Rigging must be inspected daily.	<input type="checkbox"/>	<input type="checkbox"/>
• Review 6' fall protection rule.	<input type="checkbox"/>	<input type="checkbox"/>	• Guards must be used.	<input type="checkbox"/>	<input type="checkbox"/>
• Proper use of harness, lanyard, anchorage.	<input type="checkbox"/>	<input type="checkbox"/>	• Horns & Backup alarms or spotter required.	<input type="checkbox"/>	<input type="checkbox"/>
• Do not remove guardrails/hole covers.	<input type="checkbox"/>	<input type="checkbox"/>	• Forklift operators must be trained & licensed.	<input type="checkbox"/>	<input type="checkbox"/>
• Do not lean or stand on guardrails.	<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Review of Emergency Action Plan:</b>		
• All holes 2" & larger must be covered.	<input type="checkbox"/>	<input type="checkbox"/>	• Accident/Emergency reporting procedure.	<input type="checkbox"/>	<input type="checkbox"/>
• Must wear harness and lanyard and be tied off when using any lift.	<input type="checkbox"/>	<input type="checkbox"/>	• Location of emergency phone numbers	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Daily Housekeeping Requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	• Evacuation routes & procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Trenching Safety Requirements:</b>			<b>11. Review Hazard Communication Program:</b>		
• Never enter any trench or excavation until authorized by the competent person.	<input type="checkbox"/>	<input type="checkbox"/>	• Location of material safety data sheets & chemical information lists	<input type="checkbox"/>	<input type="checkbox"/>
• Protective systems (sloping, shoring, etc.) required when over 5' deep.	<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Review of Three Step Disciplinary Policy</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Ladders or ramp access required when over 4' deep.	<input type="checkbox"/>	<input type="checkbox"/>	<b>13. Procedure to Report Unsafe Conditions.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Fire Protection Requirements:</b>			<b>14. Location of First Aid Kits</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of all fire extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>	<b>15. Site Specific Safety Rules &amp; Procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Hot work control & permit requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<b>16. Other Training Topics:</b>		
• Proper use of fire extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>	• Environmental Management Awareness	<input type="checkbox"/>	<input type="checkbox"/>
• Storage & handling of flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• Storage & handling of compressed gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Stair &amp; Ladder Safety Requirements:</b>			<b>17. Competent people on site:</b>		
• Ladders must be secured top & bottom.	<input type="checkbox"/>	<input type="checkbox"/>	• Trenching	<input type="checkbox"/>	<input type="checkbox"/>
• Ladders must extend 3' above landing surface.	<input type="checkbox"/>	<input type="checkbox"/>	• Ladders	<input type="checkbox"/>	<input type="checkbox"/>
• Do not stand on the top or top step of any ladder.	<input type="checkbox"/>	<input type="checkbox"/>	• Scaffold	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Electrical Safety Requirements:</b>					
• All tools, cords & welding leads must be free of damage.	<input type="checkbox"/>	<input type="checkbox"/>			
• No tape on cords, ground prong must be intact.	<input type="checkbox"/>	<input type="checkbox"/>			
• GFCI protection required at all times	<input type="checkbox"/>	<input type="checkbox"/>			
• GFCI protection required at all times	<input type="checkbox"/>	<input type="checkbox"/>			

Subcontractor Employees:

Signature:	Print Name Clearly:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____