

General Information

Veolia or MMSD Project Manager: The MMSD or Veolia employee in charge of your project

Contractor: The name of your company

Contractor Phone#: The best onsite phone number for your crew

MMSD Contract **Project#** If working for MMSD, provide the project number

Veolia Contract **PO#** _____ **WO#** If working for Veolia, provide the Purchase order or work order

Work Description: A detailed summary of the work you will be doing while on site

Location & Bldg# The location where you will be working

Date: Today's date **Time:** The time you are you will be starting work

Additional Permits Needed

LOTO: Box# If using a lock box, provide the lock box #, one employee per lock, do not place locks until LOTO is verified

Excavation

Permit Required Confined Space

Hot Work/ Fire Watch

Other: _____

(Attach to completed Daily Work Permit at end of day)

Attach completed copies of all additional permits to the completed work permit at the end of the day

Pre-Job Checklist

Pre-Job Checklist

Correct tool/equipment for the job **Y / N**

Is it in safe condition? **Y / N**

Proper guards in place? **Y / N**

Are tools/equipment inspected and defect free? **Y / N**

Employees trained to use equipment/tools? **Y / N**

Standard Minimum PPE:

Safety Glass, Safety Shoes, Hard Hat, Gloves

Elevated Additional PPE (As needed):

Fall Protection Face Shield

Goggles Hearing Protect.

Other: _____ Dust Mask

Barricades w/Tags

Yellow Caution Tape

Red Danger Tape Gates/Temp Railing

Information Tags Other: _____

Misc.

Safety Signs: _____

(Ex: Trip Hazard, Confined Space, Hearing Protection)

Eye Wash/Safety Showers Located and Checked

Scaffold, Ladders, etc. Inspected

Mobile Equipment

All personnel trained to operate/documented? **Y / N**

Equipment right for the job? **Y / N**

Crane Forklift Scissor Lift Man Lift

Other: _____

**Be sure to complete each part of this section.
As a reminder a barricade tag must be
attached to any barricade**



Additional Hazards and Sign in

Potential Hazards Associated with Job	Recommended Controls	Write in all hazards associated with the work you will be doing, along with the controls in place to mitigate those hazards

The following personnel have read and understood all safety requirements, front and back of form, associated with performing the prescribed work.

Contractor Lead: The lead person representing your company while onsite

Project Manager (Or Designee): The Veolia or MMSD employee responsible for your project

Contractor Lead Signature: Sign prior to starting work

Project Manager (Or Designee) Signature: Must be signed prior to starting work on the first day, and this person must be contacted prior to starting work each additional day

Worker Signatures and Closing

Worker Signatures

The following personnel have read and understood all safety requirements, front and back of form, associated with performing the prescribed work.

<u>Print Name</u>	<u>Signature</u>

Each employee onsite must write their name legibly and sign in.

Closing Daily Permit

- No Injuries
- Fire Watch Complete (if applicable)
- Tools & Equipment properly stored

Time: Time work is complete

Contractor Lead: Signature of the contractor lead representative on site

Project Manager (Or designee): Signature from the Veolia or MMSD employee responsible for your project

Any injuries, safety incidents, or environmental incidents need to be reported to your Veolia or MMSD project manager ASAP.

