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

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

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<th>Potential Hazards Associated with Job</th>
<th>Recommended Controls</th>
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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**
The following personnel have read and understood all safety requirements, front and back of form, associated with performing the prescribed work. Each employee onsite must write their name legibly and sign in.

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<th>Print Name</th>
<th>Signature</th>
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**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.