SITE WORK PRE-PLANNING AND SAFETY CHECKLIST

Job No __________  Project Name ___________________________  Date ________________

Company Representative(s) ____________________________________________________________________________

Other Representative(s) ________________________________________________________________________________

____________________________________________________________________________________________________

Safety and General Items

Existing Site Conditions

1. Has existing site been photographed or video taped for pre – existing structures and conditions such as
   damaged curb: ______________________________________________________________________________________

2. Look at existing structures: _________________________________________________________________________

3. What and where are the existing utilities:
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________

4. Look at overhead obstructions: _______________________________________________________________________

5. Are there poles, wires, and anchors on or crossing the site: _______________________________________________________________________________________

6. Can they be relocated, moved, held, or booted for protection: _______________________________________________________________________________________

7. Notify DigSafe of intent to dig 811
   a) Record on dailies by: _____________________________

Permits, Permitting, Inspection

1. Has the local agency (ies) been notified? ________ Names of the agency (ies) notified: _________________

   __________________________________________________

EPA permit to install: _____________________________ NPDES permit: _____________________________

2. Meet with neighbors who will be affected by the project: _____________________________________________
Overview of SWPPP Plan and Procedures

**Engineering**

1. Has the design included a completed SWPPP drawing for us to follow: ______________________________

2. Has the engineer submitted the plan to the governing agencies? _______________________________

**EPA Compliance**

1. Daily inspection binder / log assembled? _______________ Ready to use? ______________________________

2. Designated Site Inspector: __________________________________________________________________

**Inspections, Log Book, and Site Record Drawings**

1. Who is responsible for the weekly inspection? ______________________________________________

   a) Wet weather event inspection? ______________________________

3. Where are the record drawings and daily log sheets going to be filed? ______________________________

**Logistics**

1. Are temporary roads required? __________ Locations: ______________________________________________

   Removal Required: __________ Removal prior to completion? _______________________________________

2. Does the site space permit topsoil berms to be built, installed, and seeded in lieu of silt fence? __________

3. Can the silt fence be easily accessed for:


4. If fence is in a wide open field, should wire or fence be strung adjacent to fabric to support it? __________

   __________________________________________________________________________________________

5. Have catch basins been inspected and televised for pre-existing condition reports to be made: __________

   a) Has the local environmental service representative been included in the inspection? ______________

6. What is the nearest stream, creek or ditch: _____________________________________________________

   a) Should environmental measures be taken here? ________________________________________________

**Wheel Cleaning or Truck Wash**

1. Does the SWPPP plan require an entrance consisting of Rip Rap or large aggregate for wheel cleaning?
a) Should the depth of rock be increased for maximum load bearing and minimized maintenance? 

b) Should an underdrain be installed to relieve the area of water collection? 

c) Is the aggregate specified likely to get caught in the truck tires? 

d) Should Tensar Geogrid be installed under the large stone? 

e) Does existing site warrant / require a truck wash (dusty / ect.)? 

f) Do the site conditions permit / allow sweeping to be performed safely, regularly, and cost effectively? 

g) Who will perform this work? 

h) Is a grease trap / manhole required? 

i) Does existing storm drains allow for truck wash to be partially buried? 

j) Is a clean water source available? 

k) Is a permit required for a truck wash? 

l) If used in winter / cold time of year, is there temporary heat available? 
m) Is existing traffic likely to be impacted from icing? 

2. Sampling requirements and timing thereof? 

**Earthwork Planning**

**Resources Planning**

1. Crew size: _____ Production goals: 

2. Equipment types: 

3. Special needs information: 

4. Lead times for special pieces: 

5. List of materials reviewed by team: 

________________________________________________________________________________________
6. Take off done or review by Foreman: _________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

7. Can multiple crews be completing work simultaneous of each other: ________________________________

8. Special planning or coordination required prior to construction: ________________________________

Dozer: Rented / Owned ____________________________________________________________

Endloader: Rented / Owned ____________________________________________________________

Backhoe: Rented / Owned / Bucket ______________________________________________________

Excavator: Rented / Owned / Bucket / GPS _______________________________________________

9. Notify DigSafe of intent to dig, call 811

   a) Record on dailies by: _____________________________

**Overview of Terrain**

1. Does site need cleared and grubbed? ________________ Do stumps need removed? ________________

2. Has the site topo been completed and processed: ______________________________________________

3. Was AGTEK result verified with actual topo: _________________________________________________

4. Has the Survey Department been notified of need for card? _________________________________

   a) CADD department? _____________________________________________________________________

5. Does the site need mowed, sprayed or chopped: _____________________________________________

6. Does any cutting / filling need to be done for access: ______________ Where is your access: ____________

**Mass Cuts / Fills**

**Resources Planning**

1. Crew size: _____ Production goals: __________________________________________________________

2. Equipment types: _________________________________________________________________________

3. Special needs information: __________________________________________________________________

4. Lead times for special pieces: __________________________________________________________________
5. List of materials reviewed by team: __________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

6. Take off done or review by Foreman: _________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

7. Can multiple crews be completing work simultaneous of each other: ______________________________

**General**

1. Have the soil borings been reviewed and accounted for: __________ Are there any issues: __________
________________________________________________________________________________________
________________________________________________________________________________________

2. Use Existing Soils: __________________________

   a) Will soils require (drying, discing and/or aerating) to lower moisture: __________________________

   b) Will soil stabilization or mixing be required: _________________________________________________

3. Is topsoil required: __________________________

   a) Stockpile or haul-off: ______________

   b) Respread volume required: __________________

   c) What is the limit of stripping put with stone placement: __________________

4. Has AGTEK been reviewed and verified: ______________________________________________________

   a) Does AGTEK appear to be correct: __________________

   b) Does site allow staging / stockpiling / re-handling of soils simultaneously: ______________________

   c) Does Site Balance: __________________

   d) Haul Off: _______________ Dump agreement completed: __________ Any Permits Required: _______

   e) Import: __________________

5. Will multiple pieces of heavy equipment will be working simultaneously: _________________________

5. Will associates be working around equipment: __________________________
6. Are vests required: _____________________ Or Recommended: ____________________________

Protection Equipment Required: ________________________ Security: _______________________

7. Fueling will be done via: on-site tanks: __________ on-site truck: __________ outside vendor: _______

   a) Special fire protection required for each listed above: _________________________________________

8. Is work starting at the high end or the low end of the site: _________________________________

9. Have you ID’d equipment and personnel interaction (ramps, back-up alarms, etc.): ______________

**Sandy Soils**

1. Can the soil be screened or mixed and used for fills: _________________________________________

   a) Has the organic level in the soils been determined by an independent lab: ______________________

2. Is there a water source available to saturate sand for compaction: ___________________________

**Clay Soils**

1. Natural moisture content: _________________________________________________________________

2. Optimum moisture content: _________________________________________________________________

3. Silt content: _________________________________________________________________________

**Site Logistics Planning**

**Site Security and Site Fencing, Site Laydown, and Site Traffic Flow**

**Site Security**

1. Should outside security be contracted: _______________________________________________________

2. Is there any night work required: ___________________________________________________________

3. Does the site warrant temporary lighting: ____________________________________________________

**Site Fencing**

1. Has temporary fencing been installed to maximum limits of site (right of way or property lines): _______

2. Have gates for access, egress been maximized: ______ Quantity: _____ Location: ________________

3. Can fence panels be utilized: _______________________________________________________________
4. Maximum height of fence required: ____________________________

**Site Laydown**

1. Has CADD completed a scaled site drawing: ____________________________
   a) Has the building footprint been located? ____________________________

2. Have trailers and conex boxes been placed onto drawing, including subs’ equipment: __________________

3. Has scheduling department generated a material procurement schedule: __________________
   a) Have these material deliveries been represented on the site drawing: __________________
   b) Can shipments be containerized or placed on trailers for easier site relocations: __________________

4. Office trailer / steps / location
   a) Office equipment: __________________
   b) Posted phone number inside trailer: __________________
   c) Temporary phone: __________________
   d) Internet connection: __________________
   e) Temporary electricity: __________________
   f) Potable water: __________________
   g) Security system: __________________
   h) Items to be posted at jobsite (see attached start-up packet list): __________________

5. Subcontractors’ office trailer area: __________________

6. Are there parking facilities for Supervisors? __________ Tradesmen? __________

7. R/L tool trailer / steps / location: __________________

8. Subcontractors’ tool trailer area: __________________

9. Job Signs? __________________

10. Storage areas for:
    a) Fuel: __________________
    b) Oxygen: __________________ Acetylene: __________________
c) Dumpsters: ________________________________________________________________

d) Print tables: ________________________________________________________________

e) Gang boxes: ________________________________________________________________

11. If additional space is warranted, can it be rented closely: ______________________

12. Location of temporary power for trailer and site: ______________________________

13. Where does permanent power enter the building? ___________ Gas? ___________ Water? ___________

14. Lay-down areas for R/L and subs.: ____________________________________________

15. Portable toilet locations: ____________________________________________________

16. Safety / first aid locations: _________________________________________________

17. Fire fighting equipment: ____________________________________________________

18. Communications? ________________________ Common channel on two-way radio: _______________

19. Organizational structure: ____________________________________________________

Who does one talk to for what: _________________________________________________

Between G.C. and all trades: ____________________________________________________

20. What is the maximum or “worst case scenario” as far as volume of on site materials: ______________________

   a) Space requirements: ________________________________________________________

21. Has supplier or distributor been asked about staging at their facility? ______________

22. If site is utilized for winter, is there adequate space for snow removal? ______________

23. Can snow be piled near catch basins or ditches to minimize mud during melt? ______________

**Site Traffic Flow, Temporary Signage, and Traffic Controls**

1. Has general traffic flow pattern been developed: _________________________________

   a) Have employee parking areas been determined: ________________________________

   b) Have subs been contacted regarding number of personnel on site: ________________

   c) Can empty trucks utilize one gate: ________________________ Full trucks another: ________________

   d) Is the concrete wash out area located on the exit rout? ___________________________
e) Is there room for deliveries to pull off to the side and let other traffic flow: __________________________
f) Is there a designated unloading area so as to cue site personnel: ________________________________
g) Is there a turn lane or shoulder area that trucks can use while waiting: __________________________
   1) Has the turn lane been signed per RIDOT or local agency requirements: _______________________
h) Are signs going to be posted for routes around the site: _______________________________________

2. Is there adequate access from the road (designated as a truck route) for trucks to access: ________________
   a) Are the radiuses large enough for truck trailers: _____________________________________________

3. Is temporary stone thickness sufficient to support heavy truck traffic: ______________________________
   a) Should stone be put in as pavement sub-base: ______________________________________________

4. What are the weight limitations? ___________________________ Frost laws? _________________________

5. Do the existing roads allow heavy truck traffic: _______________ Permits required:__________________

6. How do trucks get in and out of the site? ______________________________________________________

7. Is there an “In” gate and “Out” gate? __________________________________________________________

8. Are there good roadways at the site? __________________________________________________________

9. Clear access to truck unloading areas? _______________________________________________________

10. Truck-level unloading docks? ______________________________________________________________

11. Are Truck unloading positions best located for overall materials handling efficiency (minimum handling)?

________________________________________________________________________________________

12. Is there a need for a crane access road: _______________ what are the limits of the road: ________________

13. Are stop lights required: ___________________________ Flaggers: ________________________________
   a) Advanced warning signs: __________________________________________________________________

14. Any one-way street problems? ______________________________________________________________

15. Will local traffic be a problem? ___________ At rush hours? ___________ Shift changes? ___________

16. Are efficient traffic patterns made clear to everyone on site? _________________________________
**Housekeeping Plan and Garbage Removal**

1. Compactor: ________________________________ Recycling: ________________________________

2. Are large dumpsters provided at ground level? ________________________________

3. Concrete washout area? ________________________________

4. Are small dumpsters (on wheels or pallets) provided on each floor / area? ________________________________

5. Who moves what to where? ________________________________
   a) Small garbage (personal and small items)? ________________________________
   b) Trade garbage? ________________________________
   c) Demolition garbage? ________________________________

6. Floor sweeping? ________________________________
   Who does it? ________________________________ When? ________________________________

**Dewatering**

**Overview of Topo. And Ex. Surface Drainage**

**Drainage**

1. Does the site have natural drainage: ________________________________

2. Can site surface be modified to provide drainage: ________________________________

3. Is the site typically wet? ________________________________

4. Does underground drainage need to be installed prior to work start: ________________________________

5. Do soils allow sheet drainage: ________________________________

6. Should site be dewatered prior to start of project: ________________________________

7. What level is existing water table: ________________________________
   a) Is it purged water: ________________________________

8. Does the soil sub-strata allow groundwater to travel: ________________________________

9. What is nearest stream, creek or ditch: ________________________________

10. Should environmental measures be taken here: ________________________________
11. Is storm outlet of system unrestricted: ______________________________________________________

12. Does existing line service other areas prone to flooding: _______________________________________

13. Existing lines’ condition and preservation: ___________________________________________________

14. Does site rely on existing field tile to property drain: __________________________________________
   a) Will these be intercepted: _________________________________________________________________

15. How many do we want to preserve and/or operate: _____________________________________________

16. Is work starting at the high end or the low end of the site: _____________________________________

**Dewatering method – French drain / finger drain / stone trench**

1. Diameter of tile properly sized for the area: ____________________________________________________

2. Does the tile need to have a sock: __________________________________________________________

3. Has the tile been aligned to match foundations, roads, etc.: ___________________________________

4. Is the tile deep enough to drain foundations, etc., to alleviate pumping: ___________________________

5. Does aggregate need to be #57 or #8: _________________________________________________________

6. Does tile backfill need to be premium (so Gradalls can travel over trench): _________________________

7. Is the new line tying into an existing line: ____________________________________________________

8. Has trench stone been considered prior backfill with native material: ______________________________

9. Does tile require a cleanout for maintenance: _________________________________________________

10. Should a back-up system be installed also: ____________________________________________________

**Stand Pipe and Pump Installation**

1. Where will the pumps discharge to: ___________________________________________________________

2. Is there temporary power available: __________________________________________________________

3. Has standpipe been properly sized to allow maximum inflows thus maximum efficiency on the pump
   (12”/15”/18”/24”/30”/36”) _________________________________________________________________
   a) If over 10” in diameter, can the pipe be extended to 3’ or 4’ above ground to eliminate fall hazard:________
4. Does the pipe depth or alignment require a machine / machine access for placing and pulling the pump:

__________________________________________________________________________________________

5. Has the Area been excavated to the correct elevation: ________________________________
   a) Has the stand pipe been placed 2’ to 4’ below this grade: ________________________________

6. Will multiple stand pipes be required: _________________________________________________

7. Has the pipe been verified for the elevation of the water table: ____________________________

**Utility Work Planning**

**Resources Planning**

1. Crew size: _____ Production goals: ______________________________________________________

2. Equipment types: ___________________________________________________________________

3. Special needs information: ______________________________________________________________

4. Lead times for special pieces: __________________________________________________________

5. List of materials reviewed by team: ______________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

6. Take off done or review by Foreman: _____________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

7. Can multiple crews be completing work simultaneous of each other: ___________________________

8. Who is the competent person: _________________________ Log Available: ____________________

9. Special planning or coordination required prior to construction: _____________________________

10. Notify Engineer, plumbing, fire protection subs of location information: _______________________

    ______________________________________________________________________________________(required on RL drawings)
Permits, Permitting, Inspection

1. Has the local agency(ies) been notified of project: ________________________________

2. Are there additional permits required: ________________________________

   Storm Water Connection / Tap: ________________________________

   Sanitary Tap: ________________________________

   Waterline Tap: ________________________________

   Hydrant Meter: ________________________________

   EPA Permit to Install: ________________________________

   NPEDES Permit: ________________________________

3. Do we have the contact names and numbers gathered and posted: ________________________________________________________________________

4. Do we have special notification requirements: ________________________________________________________________________

Drainage

1. Should site be dewatered prior to start of project: ________________________________

   Types of Dewatering

   Deep Wells: ________________________________

   Well Points: ________________________________

   Sumps / Standpipes: ________________________________

2. At what level is the existing water table: ________________________________

Utility Installation

General

1. Can multiple crews be installing lines independent of each other: ________________________________

2. Is material Readily Available:

   Water: ________________________________

   Sanitary: ________________________________

   Storm: ________________________________
3. What is the longest lead time item(s): ________________________________________________

   a. Are alternatives available: ________________________________________________________

4. Can all work be done consecutively: ________________________________________________

Sanitary Sewer Installation

**Resources Planning**

1. Crew size: _____ Production goals: ____________________________________________________

2. Equipment types: ____________________________________________________________________

3. Special needs information: TESTING & CLEANUP __________________________________________

4. Lead times for special pieces: _________________________________________________________

5. List of materials reviewed by team: ____________________________________________________

6. Take off done or review by Foreman: __________________________________________________

7. Can multiple crews be completing work simultaneous of each other: _______________________

8. Is the deepest line on the site ready to go first: ________________________________________

9. Is the new line tying into an existing line: _____________________________________________

10. If into a manhole

    Outside connection or inside: _______________________________________________________

    Is confined space entry permit and equipment required for tie-in: _________________________

    Can tie in be done at periods of lower flow: __________________________________________

    Is by-pass pumping required: ______________________________________________________

    GPM required: ___________________________________________________________________

    Continuous duty or interval: ___________________________________________________________________
11. Evaluation of site specific safety measures including:

Ventilation: __________________________________________________________

Existing trenches running parallel / adjacent to ours: _________________________________________

Trench Boxes and shoring required: _______________________________________________________

Excavation >20’ deep engineered: _______________________________________________________

Low pressure testing with air balls: _______________________________________________________

Vibration from traffic and equipment: ____________________________________________________

12. Have all sewers been identified for protection or utilization: ________________________________

Waterline Installation

**Resources Planning**

1. Crew size: _____ Production goals: _______________________________________________________

2. Equipment types: _______________________________________________________________________

3. Special needs information: _______________________________________________________________

4. Lead times for special pieces: ___________________________________________________________

5. List of materials reviewed by team: _______________________________________________________

6. Take off done or review by Foreman: _____________________________________________________

7. Can multiple crews be completing work simultaneous of each other: __________________________

8. Is the new line tying into an existing line: ________________________________________________

   a) Has existing diameter been verified: ___________________________________________________

   b) Adequate couplers available: _________________________________________________________

   c) Shut down or live tap: _______________________________________________________________
d) If tying into a dead end, is existing restrained:__________________________________________________

9. Are the domestic waterline and fire waterline separate connections:__________________________________

10. Evaluating of site specific safety measures including:
    a) Trench Box and shoring plan required: _______________________________________________________
    b) Thrust Blocking and joint restraining: _______________________________________________________
    c) Does existing soil require more: ____________________________________________________________
    d) Existing lines’ condition and preservation: _____________________________________________________
    e) Have we requested reduction of existing line pressures: __________________________________________
    f) Emergency Shut-off / notification procedures: _________________________________________________

11. Largest structure requires lift of ____________ tons
    a) Do we have proper lifting devices / rigging: ___________________________________________________

12. Does testing require concentrated chlorine discharge: _____________________________________________

13. Sampling requirements and timing thereof: ______________________________________________________

Storm Sewer Installation

*Resources Planning*

1. Crew size: _____ Production goals: ______________________________________________________________

2. Equipment types: ___________________________________________________________________________

3. Special needs information: ___________________________________________________________________

4. Lead times for special pieces: _________________________________________________________________

5. List of materials reviewed by team: _____________________________________________________________

6. Take off done or review by Foreman: ____________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________
7. Can multiple crews be completing work simultaneous of each other: ________________________________

8. Is the new line tying into an existing line: ________________________________________________
   a) Does existing line fill completely during heavy rains: ________________________________
   b) Is outlet of system unrestricted: ________________________________________________
   c) Does Existing line service other areas prone to flooding: ______________________________

8. Evaluation of site specific safety measures including: ________________________________
   a) Trench Box and shoring plan required: ______________________________________________
   b) Flash Flooding possibility: _______________________________________________________
   c) Existing lines’ condition and preservation: _________________________________________
   d) Ventilation and air monitoring: _________________________________________________

9. Does new installation require grouting of any interior joints after installation: ______________

10. Final adjustments to take place before / after paving: _________________________________

11. Largest structure requires lift of ________ tons
   a) Do we have proper lifting devices / rigging: ________________________________________

12. Bypass Pumping Required: ______________________________

Any Additional Comments: _____________________________________________________________
                         _______________________________________________________________________
                         _______________________________________________________________________
                         _______________________________________________________________________