

Alvin J. Coleman

Daily Work Activity Plan

Date: _____

Jobsite: _____

Prepared By: _____

Job/Code Number: _____

Competent Persons: Use these people as a resource in planning and point them out to your crew as a source of expert help.

Confined Space Yes No _____
 Traffic Control Yes No _____
 Fall Protection Yes No _____
 Excavations Yes No _____

Rigging Yes No _____
 Lead/Silica Yes No _____
 Scaffolding Yes No _____
 Electrical Yes No _____

Pay Item No. and general description of activity:

Productivity goals for today (Needs to be clear to the crew):

Work Activity / Hazard Analysis : Work with your crew and competent persons to develop a safe and efficient plan for completing the work.

WORK STEP	HAZARD	CORRECTIVE ACTION

Modify activity steps as necessary to reduce / control / eliminate hazards.

Emergency Planning

Lockbox Information

Box Number: _____ Lockout Coordinator: _____
 Box Location: _____

Escape Route / Assembly Point:

MSDS Needed

1. _____
2. _____
3. _____
4. _____
5. _____

Special PPE Needed

1. _____
2. _____
3. _____
4. _____
5. _____

Permits/Tags Required

Fire Yes No

Confined Space Yes No

Barricade Yes No

Scaffold Yes No

Other: _____

Locate showers / alarms and other emergency devices:

Emergency Phone Number:
