

Each foreman or crew leader must complete an STA form and review it with his/her crew at the beginning of the day and prior to starting a new job item.

Submit completed STAs to the project superintendent at the end of each day.

SAFETY TASK ASSESSMENT (STA)

FOREMAN: _____ DATE: _____ PROJECT #: _____

SUPERINTENDENT: _____ PROJECT NAME: _____

SCOPE OF WORK CREW WILL PERFORM TODAY: _____

HAZARDS OR POTENTIAL HAZARDS THAT MUST BE ADDRESSED TO WORK SAFELY TODAY _____ _____ _____ _____	WHAT PRECAUTIONS WILL BE TAKEN AND WHAT CONTROLS WILL BE PUT IN PLACE TO REDUCE OR ELIMINATE EACH OF THESE HAZARDS? _____ _____ _____ _____
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FOCUS AREAS:

ALL REQUIRED **PPE** IS BEING WORN? YES

WORK AREAS ARE CLEAN AND ORGANIZED? YES

ALL TOOLS AND EQUIPMENT **INSPECTED** PRIOR TO USE? YES

SLIP AND TRIP HAZARDS IDENTIFIED AND ADDRESSED? YES N/A

EMPLOYEES **PROTECTED FROM FALLS** OVER 6 FEET? YES N/A

TRENCHING / EXCAVATION WORK IS PLANNED FOR TODAY? YES N/A

DEPTH OF PLANNED EXCAVATION? _____ FEET

WHAT **CAVE-IN PROTECTION** WILL BE USED FOR TODAY'S WORK?

TRENCHES AND HOLES ARE PROTECTED/BARRICADED? YES N/A

BURIED **UTILITIES** ARE LOCATED AND MARKED? YES N/A

MINIMUM 10 FEET CLEARANCE FROM **OVERHEAD LINES**? YES N/A

SIGNS AND TRAFFIC CONTROL IN PLACE? YES N/A

SAFE **ACCESS** TO AND FROM WORK AREAS? YES NO

WILL THERE BE **CONFINED SPACE ENTRY / ENTRIES** today? YES NO

If YES, complete CSE Permit in Section II.5 of HASP

ARE EMPLOYEES PROPERLY **TRAINED AND AUTHORIZED**? YES

THIS STA HAS BEEN COMMUNICATED TO CREW? YES

CREW SIGNATURES:

POST ACTIVITY ANALYSIS: (End of the day)

WAS ANYONE INJURED TODAY? YES NO

IF YES, WHO WAS INJURED? _____

DID ANY ACCIDENTS OCCUR TODAY? YES NO

IF YES, DESCRIBE: _____

DID YOU TAKE THE TIME TO OBSERVE AND REACT TO SAFETY TODAY? YES

WEATHER: _____

TEMPERATURE: _____



STA REVIEWED BY (Superintendent): _____ DATE: _____

Each foreman shall complete a Crew Execution Look Ahead form at some point during the work day. The majority of emphasis should be on planning for tomorrow's work activities along with a look ahead to the work activities to be started within the next week. The goal is to improve execution and eliminate rework through involvement of the entire crew in the planning process and increased foreman / superintendent communication.

Submit and discuss completed form to the project superintendent at the end of each day.

CREW EXECUTION LOOK AHEAD

EXPECTED WORK ACTIVITY FOR TOMORROW: _____

P3 HAS BEEN COMPLETED AND REVIEWED WITH THE CREW? _____

YES NO

UNDERSTANDING OF APPLICABLE PLANS & SPECIFICATIONS? _____

YES NO

ANY CHANGES IN SCOPE / CONDITIONS FROM TODAY? _____

YES NO



CREW - Foreman: _____ **Date:** _____ **Job #:** _____

LABOR REQUIRED _____

EQUIPMENT REQUIRED _____

TRUCKS REQUIRED _____

ATTACHMENTS NEEDED _____

INSPECT / PHOTOGRAPH NEW EQUIPMENT ON SITE? YES NO

EQUIPMENT DAMAGE OR MAINTENANCE REQUIRED? _____

TOOLS & MATERIALS

DOES FOREMAN HAVE REQUIRED TOOLS? YES NO

ARE ANY SPECIALTY TOOLS NEEDED? YES NO

ARE ANY AGGREGATES NEEDED? YES NO

ARE ALL OF THE REQUIRED MATERIALS ON SITE? YES NO

PLANNING

IS LAYOUT REQUIRED TO START THE WORK? YES NO

NEED TO NOTIFY INSPECTOR / GC / SUBS / PUBLIC? YES NO

IS ANY TESTING OR CERTIFICATIONS REQUIRED? YES NO

ANY KNOWN CONFLICTS TO PREPARE FOR? YES NO

ANY DESIGN QUESTIONS OR ISSUES TO DISCUSS? YES NO

DOCUMENTATION

UNDERSTANDING OF ITEM #'s / QUANTITIES FOR HEAVY JOB REPORTING? YES NO

UNDERSTANDING OF MEASUREMENT AND PAYMENT? YES NO

AS-BUILTS NEEDED? YES NO

PERFORMANCE EXPECTATIONS

EXECUTION GOAL DISCUSSED WITH SUPER / CREW? YES NO

HAS A PLAN "B" BEEN DEVELOPED? YES NO

END OF CURRENT DAY REVIEW

FIELD BOOK NOTES / PICTURES TAKEN? YES NO

COMMENT ON ANY "LOST OPPORTUNITIES"

WHAT WENT WELL TODAY?