

Use this checklist to review a site-specific safety plan, your own or one a subcontractor has submitted, before work starts and again at each review point. A box you can't tick shows what to fix before the work goes ahead.

Project or site	Plan prepared by	Plan revision
Reviewed by	Review date	Company

Type of review

- ☐ Before work starts
 ☐ Scheduled review
 ☐ After a change
 ☐ After an incident
 ☐ Close-out

Site and people

- ☐ The plan clearly belongs to this site: address, scope, schedule and a site map are included.
- ☐ Roles are named, with phone numbers that work on site, a superintendent backup and who can stop work.
- ☐ The coordinating role (prime contractor, constructor or principal contractor) is named in writing, where the law requires it, and as good practice everywhere.

Requirements, hazards and controls

- ☐ Legal, notice and owner requirements are listed, and any notice of project is filed and posted.
- ☐ Site hazards from a site walk are listed, including overhead lines, utilities, traffic and the public.
- ☐ Each hazard has controls chosen from the top of the hierarchy, and a person responsible.
- ☐ The JHAs, procedures and permits for high-risk work are referenced or attached.
- ☐ Field-level hazard assessments are part of the daily routine.

Coordination and orientation

- ☐ Every subcontractor is listed with its scope and supervisor, and its plan has been reviewed.
- ☐ Overlapping work is scheduled, and coordination meetings are set.
- ☐ The site orientation covers hazards, rules, the emergency plan and reporting, and attendance is recorded.
- ☐ Required training, certifications and PPE are listed and verified.

Site emergency plan

- ☐ The muster point, nearest hospital, timed route and ambulance meeting point are recorded.
- ☐ Specific rescue plans exist for falls into a harness, confined spaces and excavations, where they apply.
- ☐ Rescue equipment and trained people will be on site before the work starts.
- ☐ The emergency plan is posted, and a drill is planned.

Notes on this review

Communication, inspections and incidents

- ☐ Toolbox talks, coordination meetings and how workers raise concerns are described.
- ☐ An inspection schedule matches the risk, and findings are tracked to completion.
- ☐ Incident reporting, regulator and owner notification and investigation lead are clear.

Environment, security and document control

- ☐ Spill response, public protection, traffic control and site security are covered.
- ☐ The plan has a revision number, approval and a list of review triggers.
- ☐ Each employer on site has acknowledged the plan.

At close-out

- ☐ Permits are closed, corrective actions are complete and records are filed together.
- ☐ A lessons-learned review has been held and the template updated.

Result

- ☐ Accepted
 ☐ Accepted with changes
 ☐ Not accepted: revise and resubmit

Changes required, by whom and by when

Reviewer signature

Date

Next review date

Free template and guide. Our site-specific safety plan template and full guide are at calgarysafetyconsultants.ca/safety-guides/safety-programs/site-specific-safety-plan/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.