

Job Site Daily Checklist

Job Site Safety

- ❑ A pre-start site meeting will be held every day to review procedures and the day's activities / responsibilities.
- ❑ Deconstruction hazards shall be identified and appropriate actions taken to prevent any possible injuries from these hazards, including proper equipment, signage, and barriers.
- ❑ Medical emergency information and cell phone location will be noted.
- ❑ First aid kit will be placed in visible / accessible location.
- ❑ Fire extinguisher will be placed in a visible / accessible location.
- ❑ Hand washing station and drinking water station will be set up. Reusable cups will not be used.
- ❑ Smoking is prohibited in or near any building under deconstruction and is prohibited on any site where lead-based paint has been identified.
- ❑ Work in lead environment will require lead and asbestos awareness training, use of half-mask respirator, blood lead level test before and after project (short term less than 6 months).
- ❑ Other lead environment engineering control protocols and procedures will be followed including providing maximum ventilation, use of HEPA vacuum and wetting as needed, smoking prohibition, hand washing and glove use protocol, change of clothing at end of work day.
- ❑ Basic job site cleanliness, removal techniques, and materials /tools storage practices will be followed including:
 - ❑ Do not leave tools underfoot or in a door or passageway.
 - ❑ Do not place a board or material with nails pointing up and do not place these materials where someone is working (unless pulling nails), near or sticking into a doorway or passageway.
 - ❑ All workers are responsible for their own and others safety and shall inform the supervisor of any conditions that they deem unsafe for themselves or for any other.
 - ❑ Safety and health violations will be noted. Repeated violations or failure to take corrective action as instructed by supervisor will be grounds for dismissal.

Personal Safety and Protection

- ❑ Check and distribute - hardhat, gloves, ear plugs, safety glasses, steel-toed boots, and absence of personal jewelry that may pose a hazard.
- ❑ Hard hats are to be worn at all times within 10 feet of the building perimeter and whenever working under or near objects overhead, such as ladders, scaffolding, heavy equipment that may be present at the site.
- ❑ Long sleeves shirts should be worn when there is exposure to fibrous materials.
- ❑ Fall protection will be used for any surface 6 feet above the surface below.
- ❑ Fall protection will be used by those properly trained in its use.
- ❑ Half-mask respirators rated at least N-95 as per NIOSH standards for particulate filter efficiency shall be worn whenever there is possible exposure to dust, fibers, particulates, microbial agents, oils, etc.

- ❑ Use of half-mask respirator will require physical check-up, training in care and use, fit testing.
- ❑ Hands shall be washed before taking a break or eating food, and at the end of the workday.

Tools and Equipment

- ❑ Tools will only be used by those trained and competent in their use.
- ❑ Instruction on proper use of hand tools will be conducted in accordance with manufacturer's instructions.
- ❑ Instruction and proper use of ladders and scaffolding will be conducted in accordance with manufacturer's instructions.
- ❑ Ladders with broken parts will not be used.
- ❑ Instruction and proper use of power tools, including but not limited to power saws, drills, and generator.
- ❑ Tools with damaged or broken parts will not be used.
- ❑ Power tools and cords that are damaged or broken will not be used.
- ❑ Damaged or broken tools, ladders and power tools will be taken out of service, tagged and locked as needed to warn against and prevent further use and removed for repair or replacement.
- ❑ Generator will be provided with a ground fault interrupter.

Site and Building

- ❑ Remove the first layer of materials that you can see before removing anything behind it, for example, remove ALL trim and electrical socket or switch plate covers before removing drywall.
- ❑ Treat any salvage as though it is yours and you are using it in your own house.
- ❑ Keep the structure as stable as possible via the order of the deconstruction.
- ❑ Do not throw away materials to be salvaged.
- ❑ Do not throw away any materials unless throwing directly into the dumpster.
- ❑ Remove nails as soon as possible, either from materials still in place or after taking directly to a de-nailing area.
- ❑ Do not hit materials or have a material in a position that horizontal projectiles can be created.
- ❑ Always control both ends of the material as it is being removed, either by someone holding on to it at the other end or with one end already resting on the ground.
- ❑ Do not remove structural walls or any walls or materials which are supporting something else until they are no longer acting in this structural capacity.
- ❑ Cleanup debris on all work surfaces CONSTANTLY.
- ❑ If you are walking on top of debris and cannot see the ground below, it is past time to clean up!!
- ❑ After materials have been removed either waste or salvage they should be removed in a timely fashion from the work area, either to 1) a dumpster, 2) a de-nailing station, or 3) a storage location for reusable materials.
- ❑ A material is not reusable until it has had all nails removed.

- ❑ When removing components that have parts such as screws or a light fixture with a glass lamp and separate fixture, keep the parts together by taping them, wrapping them in plastic or paper, or placing into a plastic bag, box, etc.
- ❑ Crowbar, flat bars, pry bar, shovel are to be used for removing materials. A sledgehammer is to be used for limited purposes and primarily to remove non-reusable items.