



CHECKLISTS TO KEEP YOU ORGANIZED

Construction Job Site Checklist

Missed permits, forgotten equipment, and unassigned tasks lead to delays, failed inspections, and safety hazards. Construction site checklists help you stay organized at busy job sites. Run through these documents with your crew at different stages of the day. That way, you can check in, track progress, and catch any problems while they're still manageable.

1. Pre-start job site checklist

- ☐ Site access has been unlocked and cleared for crew and equipment
- ☐ Required permits are on-site
- ☐ PPE is available and worn correctly
- ☐ Utilities have been located and marked, or confirmed off
- ☐ Hazards have been identified and noted
- ☐ Weather conditions have been checked and cleared

2. Tools, materials, and crew checklist

- ☐ Required tools and equipment are on site and in usable condition
- ☐ Backup tools and equipment ready on the truck
- ☐ Necessary materials are on site or scheduled for delivery
- ☐ Materials meet quality standards
- ☐ Each task has been assigned to a crew member
- ☐ All crew members are present and accounted for

3. Mid-day inspection checklist

- ☐ Walkways and work areas are clear and free of debris
- ☐ Temporary protections (guardrails, barriers, covers) still functional and in place
- ☐ Site access is limited to authorized crew and visitors
- ☐ Any stop-work triggers have been identified and addressed
- ☐ PPE is still being worn and used correctly
- ☐ Any reported incidents have been documented
- ☐ Debris and discarded materials are being properly stored

4. End-of-day job site checklist

- ☐ Site is locked, barricaded, or otherwise secured
- ☐ Waste and debris are cleared or contained
- ☐ Power tools and equipment are unplugged
- ☐ Any utilities that shouldn't be left overnight are switched off
- ☐ Tools, equipment, and materials are accounted for and stored
- ☐ Photos have been taken of progress and any issues
- ☐ Notes have been logged for tomorrow's crew

5. Daily worksite safety checklist

- ☐ Fall protection is in place near roof edges, floor openings, ladders, scaffolding, and elevated work
- ☐ Any exposed wires, damaged cords, or live circuits identified and marked
- ☐ Struck-by, caught-in, and cave-in risks from excavation and heavy machinery work have been addressed
- ☐ Chemical and silica exposure is controlled
- ☐ Evacuation routes and muster points are clear and documented
- ☐ Emergency and first aid information and equipment are available and accessible

6. Checklist for PPE and site rules

- ☐ Hard hats are worn in all active areas
- ☐ Eye and face protection is worn when cutting, grinding, or handling debris
- ☐ Respiratory protection is worn during exposure to dust, silica, and fumes
- ☐ Fall protection is worn for elevated work
- ☐ High-visibility clothing is worn near vehicles and moving equipment
- ☐ Hearing protection is used near loud equipment
- ☐ Gloves and footwear meet the job's safety requirements
- ☐ Site rules are followed by crews and visitors