

Pre-Work Planning Log

Pre-work planning must be completed at the start of every job/new haul (truckers).

Date	Working For	Items Reviewed
	Name: Supervisor (who passed on the instructions and/or pre-work): Phone #:	<input type="checkbox"/> Work plan reviewed <input type="checkbox"/> Site hazard assessment complete <input type="checkbox"/> Controls in place <input type="checkbox"/> Coordination of work site complete <input type="checkbox"/> ERP shared <input type="checkbox"/> First Aid <input type="checkbox"/> Supervisor identified <input type="checkbox"/> Pre-work documents included <input type="checkbox"/> EMS training (if required) <input type="checkbox"/> Orientations for loading destination (truckers only) <input type="checkbox"/> Other
Contractor Sign off: _____ (I have reviewed the pre-work planning with the company.) <input type="checkbox"/> Information received by phone		
Notes (e.g., who is prime contractor, lat/long, supervisor phone #, radio channels.):		
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