Daily pre-start safety checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Pre-start

Before work starts each day

	TASK	TIME	INITIALS
	The job		
☐	Talk through the day's tasks and who does what		
☐	Identify the hazards and how each is controlled — Work at height, live power, hot work, asbestos, confined spaces, traffic.		
☐	Check for overhead power lines and underground services		
	Gear and tools		
☐	Check everyone has the right PPE and it is in good condition		
☐	Check tools, guards and leads are undamaged and tagged		
☐	Check ladders and scaffolds are sound and set up correctly		
	Site		
☐	Isolate and tag out power or other energy where needed		
☐	Set up barriers and signs to keep the public clear		
☐	Check the first aid kit and fire extinguisher are on hand		
☐	Stop work and reassess if anything changes		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____