



Daily Production Checklist "C"

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Final Rev 02/03/10

JOB NAME

JOB/CONTRACT #

START DATE

COMPLETION DATE

LOCATION

COMPLETED BY

TODAY'S DATE

Once Traffic control has been established and placed by the Traffic Control Crew, the Jobsite Supervisor should prepare him/herself and crew on how to safely meet their production goal for the day.

The following check list is a tool for use by the supervisor and crew to determine their collective Safe Plan for the day's work. Check the boxes that apply today and assign safe actions, then communicate to all involved parties.

- ☐ Crew meeting prior to beginning shift of work.
- ☐ Each individual is responsible for their own safety and safe actions for today.
- ☐ Watch out for fellow workers. Report unsafe actions.
- ☐ Worker/co-workers (new or inexperienced workers) ensure that they are trained and assigned to an experienced co-worker for OJT (on the job training).
- ☐ Assign a person and/or entire crew to be responsible for maintaining all traffic control devices as required.

What are the hazards that we may encounter today?

- ☐ Traveling Public – Traffic control by work zone TCS
- ☐ Is traffic control in place prior to commencing work.
- ☐ Work Zone Speed Limit Signs
- ☐ Subcontractors
- ☐ Construction Traffic
- ☐ PPE – Hard Hat, High Visibility Clothing, etc.
- ☐ Power Lines – Longitudinal and transverse. Keep workers and equipment a minimum of 10' from live lines.
- ☐ Maintenance of Traffic – Devices at all time when crew is exposed.
- ☐ Call underground utilities if excavating, probing, etc.
- ☐ Equipment movement – blind spots, backing, bi-directional, etc.
- ☐ Owners/Agency Inspectors – Parking & Jobsite Activities
- ☐ Flying Debris – dust, etc.
- ☐ Faulty tools – Inspect & Maintain all tools.
- ☐ Faulty backup alarms or no alarm
- ☐ Falls – Slips/Trips/Horseplay
- ☐ Strains/Sprains – Lifting, twisting, stepping off the edge of pavement, exposed holes, etc.
- ☐ Hot Asphalt – 300+ degrees – kids, workers, general public.
- ☐ Night shift – Lighting - PPE – Alert - Awareness
- ☐ Weather & Limited Visibility – Fog, Darkness, Thunderstorms, Nighttime, Curves, Speed, Walking/Working Surfaces, etc.
- ☐ Intersections merging or cross traffic.
- ☐ Subcontractor/Supplier incoming and outgoing delivers.
- ☐ Stop lights – Controlling traffic flow.
- ☐ 2, 3, & 4 way stops – Entering work zone at proper time.
- ☐ Prevent Incidents – Identify Hazards

- ☐ Small Power Tools – Employee training on proper use.
- ☐ Truck Route – Keep updated
- ☐ Ground Workers – Stay to the outside of lane being paved away from live traffic when possible.
- ☐ Working Edge of Live Traffic – assign spotter with stop/slow paddle to alert oncoming traffic.
- ☐ Provide Spotter For Material Deliveries – Example: From overhead power lines that cross or run parallel with the edge of pavement or any other blind spots where equipment operators maintain 10’ clearance minimum for overhead lines.
- ☐ Inform Inspectors and other jobsite visitors of hazards they may encounter.
- ☐ Stay Clear of Equipment Operating Zone – Ensure you have the operators attention should you have to enter the working zone or approach the equipment.
- ☐ Report all incidents of personal injury, property damage & near miss and take necessary action.
- ☐ Focus all crew members on the goal of: No Incidents of Zero Personal Injury or Property Damage. Today everyone goes home to their families – tired, but safe.
- ☐ Assign Individuals to perform Storm Water Pollution Prevention Plan maintenance
- ☐ Assign individual(s) to check after major weather events

Supervisor: Once you have checked the boxes that apply gather your crew members for a short meeting prior to starting work tasks to inform and involve all members as to how your group can safely meet or exceed your production goal for today.

- All crew members continue to identify hazards during the shift of work.
- Once a hazard is identified, decide how to:
 1. Eliminate It
 2. Safely work around it for the shift duration.
 3. Plan for and eliminate it long term on this job and others.
- Internal Communication = Awareness
- Inspect what you “Expect”
- Follow-up & Follow Through
- Did you meet your Safety and Production Goals for today?...share with all crew members.
- Prepare your production plan for Tomorrow... “Today”

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