



UpFront Start The Day Checklist



1. Personal Preparation:

- Arrive punctually at the designated start time.
- Wear appropriate PPE including a hard hat, safety glasses, gloves, high-visibility vest, and steel-toed boots [whichever is required].
- Check that your clothing is suitable for the weather conditions expected during the day.

2. Site Assessment:

- Conduct a thorough walk-around of the construction site.
- Note any changes or developments since your last shift (new hazards, completed tasks, deliveries, etc.).
- Inspect the immediate work area for debris, tripping hazards, or other safety concerns.
- Report any hazards or unsafe conditions to your supervisor immediately.

3. Daily Briefing:

- Attend the morning toolbox talk or safety briefing led by your supervisor or foreman [if required].
- Listen attentively to updates on project progress, safety reminders, and specific tasks for the day.
- Ask questions or seek clarification on any instructions or procedures if needed.

4. Task Assignment and Planning:

- Receive your task assignment from the supervisor or foreman.
- Review the scope of work, including drawings, plans, and specifications related to your tasks.
- Discuss the sequence of tasks, deadlines, and all special requirements (e.g., specific measurements, and material handling procedures).

5. Preparation of Work Area:

- Clear and clean your work area of debris, tools, and unused materials.
- Arrange materials and tools in an organized manner to maximize efficiency and safety.
- Set up all necessary temporary structures, barricades, or safety barriers according to site requirements.

6. Tool and Equipment Check:

- Inspect all tools and equipment to ensure they are in proper working condition.



- **Test power tools** (drills, saws) and ensure they are adequately **fueled or charged**.
- **Replace or repair any damaged tools promptly** and report issues to the tool crib or supervisor.

7. Communication and Coordination:

- **Coordinate with other team members**, subcontractors, or trades working nearby.
- **Communicate clearly with supervisors or team** leaders regarding progress, challenges, or additional resources needed.
- **Confirm the location of utilities** and underground hazards **before digging** or excavation work. [Ask supervisor as it is imperative to **811 Dig. It's The Law!**].

8. Safety Review: To all that apply!

- **Review the site-specific safety plan** and procedures relevant to your tasks.
- **Identify emergency** exits, fire extinguishers, first aid kits, and muster points in your work area.
- **Check that fire alarms**, emergency lighting, and other safety equipment are operational [.

9. Environmental Considerations:

- **Monitor weather** conditions and forecasts throughout the day.
- **Take precautions** for extreme temperatures (heat or cold), rain, wind, or other adverse weather conditions.
- **Protect materials** and equipment from weather-related damage or exposure.

10. Positive Attitude and Readiness:

- **Maintain** a positive attitude and professional demeanor throughout the workday.
- **Demonstrate** readiness to adapt to changing circumstances or priorities as directed by supervisors.
- **Stay focused** on safety, quality workmanship, and productivity in all tasks.

11. Documentation and Reporting:

- **Document** any work completed, materials used, or **issues encountered during your shift**. [Or verbally relay to supervisor. Communication is key!]
- **Report** progress, concerns, or incidents promptly to your supervisor or foreman.
- **Fill out** any required forms or logs related to safety, quality control, or daily work activities [if a form is provided].

➡ By routinely following this detailed checklist, workers can ensure they start each day thoroughly prepared, organized, and committed to maintaining high safety and efficiency standards on the job site. **Routine becomes a habit!** **←**