



# TOOL BOX TALK



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## Job Site Planning

A safe construction site usually results in pre-thought and planning prior to even walking on the site.

It is almost mandatory in today's environment to have a site specific safety and health program and written plan. This involves conducting a Job Hazard Analysis on the various stages of construction and anticipating hazards prior to that stage occurring.

In order to implement a safe project specific safety and health plan the following elements should be considered:

1. Designate an individual or individuals responsible and accountable for implementing the plan.
2. Compare the Job Hazard Analysis periodically through the project to ensure that it is still current.
3. Establishing inspection, auditing and monitoring procedures as well as base line goals to be met for the project is an essential element.
4. Conduct a training assessment identifying necessary topics and implement.
5. Establish reporting and recordkeeping procedures to document implementation of the plan and provide communication of valuable information throughout the project to employees.

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