

Construction Best Practices Checklist

Best Practice	Minimum Expectations	Current Status	Comments
TRTW	A written policy in employee handbook that clearly outlines return-to-work process that each employee signs at the time of hire	Y / N	
	Management commitment to return all employees with work-related injuries to a temporary return-to-work assignment that accommodates all restrictions including one-handed, sedentary, and limited mobility.	Y / N	
	Provisions for providing light duty during layoffs (e.g., A road contractor who doesn't work year-round should be able to accommodate employees through the winter months).	Y / N	
	Exceptional: 100% accommodation which may include utilization of nonprofit organizations for light duty.	Y / N	
Pre-Job Planning	Before any job begins, the key players meet to identify and discuss hazards, nearby medical service providers (with a preference towards occupational health clinics), specific training needs, and other safety related items.	Y / N	
	The pre-job planning meeting should be documented and placed in the job file and be available upon request.	Y / N	
	Exceptional: An exceptional company will re-visit the pre-job planning document to identify potential improvement during the job and when it is completed.	Y / N	
Silica Program	A written program is in place if hazards associated with silica exposure identified using table 1 of the OSHA standard.	Y / N	
	Air quality testing is completed as needed.	Y / N	
	An exposure control program in place.	Y / N	
	Exceptional: Company has made engineering changes and completed IH sampling to validate that silica exposure is below the exposure limit.	Y / N	
Job Descriptions	Written job descriptions with validated objective physical demands are in place for all job classes.	Y / N	
	Exceptional: Job descriptions are reviewed annually.	Y / N	
Supervisor Accountability	Supervisors are held accountable for accident investigation, toolbox talks, and jobsite audits through documented processes.	Y / N	
	Above activities are included in the written job description.	Y / N	
	Exceptional: Accountability is tied to performance review.	Y / N	

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Accident Investigation	Supervisors are formally trained on post-incident investigation and using written forms to identify root cause and corrective action.	Y / N	
	Exceptional: Roles and responsibilities are in place for review of results and follow-up of corrective action to ensure completion.	Y / N	
Toolbox Safety Talks	Meetings that convey specific safety topics or toolbox talks related specifically to the tasks the crew is performing are held at least twice a month. Examples include excavation/trenching, concrete safety, etc.	Y / N	
	Meeting attendance is documented and submitted to management.	Y / N	
	Exceptional: Weekly toolbox talks.	Y / N	
Safety Training for Supervisors	Training is provided annually to all supervisors.	Y / N	
	Supervisors are accountable for delivering this information to the crew level.	Y / N	
	Exceptional: Safety metrics are a part of the supervisor's annual performance review.	Y / N	
PPE	Clear requirements for PPE exist and are communicated to the crew.	Y / N	
	PPE is always worn based on the established requirements.	Y / N	
	Exceptional: Additional PPE may be used if required by job/customer/contact/etc.	Y / N	
Jobsite Safety Audits	Each jobsite is evaluated on a regular basis to identify hazards and observe employee behaviors.	Y / N	
	Supervisors makes corrective actions promptly.	Y / N	
	Exceptional: Supervisors are held accountable for audits and corrective action(s) by making it a part of their annual review.	Y / N	
Weather- related Work Stoppages	Protocol is in place to stop work due to inclement weather including, rain, wind, snow, extreme heat or cold, etc.	Y / N	
Drug Testing	Testing is conducted pre-hire, post-accident, and when there's reasonable suspicion.	Y / N	
	Exceptional: A random drug testing program is in place.	Y / N	

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New Hire Orientation	Training exists that orientates new hires on safety items, such as safety expectations, PPE requirements, TRTW, and drug policy.	Y / N	
	Training is documented and kept in personnel files.	Y / N	
	Exceptional: New hires must pass a safety quiz demonstrating a thorough understanding of the training.	Y / N	
Safety Training	Mandatory safety training is conducted annually for all employees.	Y / N	
	Training is documented and kept in personnel files.	Y / N	
	Exceptional: All employees must pass an annual safety quiz demonstrating a thorough understanding of the training.	Y / N	