**Safety Check-in for Construction**

**Use this to perform a standardized, subsequent safety check-in at 30 days, 60 days, 90 days, six months and 12 months after employees’ start dates. This will take only 10-15 minutes of your time, and it will help your employees work safer and let them know they are valued and cared about.**

1. **Organization Climate Check –** verify safety expectations and knowledge retention and application of organization-specific safety rules by using this simple checklist to document the safety check-in meeting.
2. **Skills Check** **–** verify ability to perform work safely, including equipment operation.
3. **On-the-Job Training –** Ensure that supervisors coach and mentor new employees and demonstrate safe work practices; also ensure that they lead by example.
4. **At 12 months,** include a reflection on the last year of employment:
* Have there been any safety rule violations?
* Have there been any near misses?
* What is the safety attitude of the employee?

|  |  |  |  |
| --- | --- | --- | --- |
|  | CHECK-IN | Yes | No |
|  | I have the personal protective equipment I need to perform the work safely. |  |  |
|  | I have the safety training I need to get my job done. |  |  |
|  | I know what to do in case of an emergency. |  |  |
|  | I know where to go if I have a workplace injury. |  |  |
|  | Safety meetings are conducted with the work crew. |  |  |
|  | I understand the drug and alcohol policy. |  |  |
|  | I understand the importance of correctly using tools and equipment. |  |  |
|  | I am aware of workplace fall hazards and am always protected when working at heights. |  |  |
|  | Hand and power tools are in good working condition. |  |  |
|  | My supervisor cares about the safety and health of the work crew. |  |  |
| Other notes about our safety discussion: |  |
|  |  |
| Employee’s signature | **Employee’s printed name** |
| Supervisor’s signature | **Supervisor’s printed name** |
| Date |  |