

PROJECT TEMPORARY SHUTDOWN CHECKLIST
<p>The purpose of this form is to provide the project teams a list of items to verify on site to aid with our project sites remaining in a safe and controlled condition during the event of a temporary shutdown of work.</p> <p>The applicable Project Manager / Superintendent for the project will review this list with the project foreman as a group and confirm personnel are assigned to address each item at the required frequency. The task list is divided into daily inspection items and additional measures that would be put in to place in the event of a temporary project shutdown.</p> <p>Foreman please review this form with your crews and after discussing with the Project Manager / Superintendent. Verify the daily items listed are complete in combination with typical daily inspections of your work areas and submit the completed form to your supervisor. In the event a temporary shutdown of work occurs, the Project Manager / Superintendent will review the additional measures section with the foreman and verify those items are addressed / verified complete.</p> <p>If there are additional items that come to your attention and are not addressed below please discuss with your supervisor.</p>

Project Number / Location : \_\_\_\_\_

Foreman Name : \_\_\_\_\_ Crew / Trade : \_\_\_\_\_

Inspection Date / Time : \_\_\_\_\_

ITEM	DAILY INSPECTION ITEMS	TASK COMPLETE (CHECK)	FOREMAN INITIAL TASK COMPLETE
1	Clean all trailers and lunch rooms. Ensure doors and windows are closed and locked at end of scheduled shifts.		
2	Empty all project / trailer garbage cans and recycling bins to appropriate bins.		
3	Place scrap materials (timber, metals, garbage, recyclables, etc.) in appropriate waste containers.		
4	Coordinate pick up of dump bins or otherwise ensure dump bins are safe.		
5	Check sea cans to ensure safe storage of tools and equipment. Ensure storage containers are locked.		
6	Return all tools to the crew job boxes and ensure they are locked when not in use.		
7	Verify safe routing of all extension cords. Remove and roll-back any non-essential cords.		
8	Ensure barrier fencing and signage is placed around full perimeter of any open excavation.		
9	Inspect all work area perimeter fencing and ensure it is properly secured with signage.		
10	Inspect project site for any 'loose' chemical/product and return to appropriate sea-can and secured.		
11	Inspect project and ensure all guardrails and hole covers are adequately secured/marked		
12	Inspect any potential source of ignition / combustion and verify controls are in place.		
13	Inspect temporary fuel storage / flammable storage cages. Ensure they are locked and secured.		
14	Remove, lash or otherwise secure any material susceptible to wind / flooding.		
15	Ensure personal fall protection and other PPE is safely hung/stored.		
16	Verify all process equipment/piping is left in a safe state - locked out / isolated / secured.		
17	Schedule pickup for any outside rental equipment that is not scheduled for use and can be removed from site.		

ITEM	ADDITIONAL INSPECTION ITEMS IN EVENT OF TEMPORARY PROJECT SHUTDOWN	TASK COMPLETE (CHECK)	FOREMAN INITIAL TASK COMPLETE
1	Instruct crews to remove all personal belongings / tools and from site and take with you.		
2	Clean individual desks and package any work material that may be required to effectively work remotely.		
3	Contact vendors with regular site visit schedules to suspend service (washroom cleanout, fuels/gases, water, etc.).		
4	Remove and dispose of perishables from fridges / kitchens in site facilities.		
5	Unplug equipment in site offices that safely can be powered down (microwaves, printers, copiers, etc.)		
6	Verify all project trailers, sea-cans, job boxes have been locked with lights turned off.		
7	Perform a blitz of all scrap material refuse and load up waste containers. Arrange bins to be emptied if time allows.		
8	Red tag all scaffolds for no access allowed.		
9	Secure all gas cyinders, fuel storage containers, other combustibles and store & lock in appropriate cages.		
10	Verify freeze protection measures are in place (drain water lines), remove temporary pumps where possible.		
11	Remove lock out tag out locks from affected processes if lock can be safely removed (owner locks to remain).		
12	Inspect all chainfalls and come-alongs. Ensure no load is left suspended without secondary support.		
13	Return all mobile equipment to lay-down and lock doors where possible. Provide keys to project management.		
14	Inspect any potential source of ignition / combustion and verify controls are in place.		
15	Inspect project perimeter fencing to ensure site is secure and signage in place.		
16	Install No-Access signage at all access gates and work areas with PM's name and phone number.		
17	Inspect each subcontractors work areas to ensure they have been left in a safe state		
18	Collect project radios and place on charging docks.		
19	Communciate with crane operators to ensure booms are placed in safe state.		
20	Coordinate with warehouse to return any equipment requiring calibration / maintenance prior to 31July20.		
21	Communicate with vendors / suppliers to ensure no project deliveries or service calls are made.		
22	Generate a plan to monitor active concrete cures, maintain temporary heat, temporary pumping (as required)		
23	Verify owner required access / egress points (roads/buildings etc.) is left fully unobstructed		
24	Ensure all abatement locations (lead or asbestos) are left in a safe state, secured with posted signage		
25	Coordinate with electricians to ensure temporary power is placed in safe state		
26	Remove any tools / equipment / materials from areas that may be susceptible to flooding (tunnels, tanks, etc.).		
27	Ensure life safety equipment is secured and out of weather (stretchers, tripods, winches, AEDs, first aid kits)		
28	Review Outside Rentals (manlifts, cranes, lifting devices, etc.) secure or remove from site as possible.		
29	Review equipment that is not secured in seacans / job boxes and lock & chain to secure (generators, welders, etc.)		