

# Daily Huddle

Beginning Date: \_\_\_\_\_

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

AM

1 <b>JOB REVIEW</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1.1	Goals for the day						
1.2	Any subs? (track hours & get their signature)						
1.3	Load list for next day						
1.4	Locates: Valid for 20 days from confirmation; Is a relocated needed? Or revised address?						
1.5	Are pictures needed before starting job?						

2 <b>SAFETY</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2.1	Job Hazard Analysis	(once/job or once/wk if job > 1wk)					
2.2	Any additional safety concerns						
2.3	P.P.E.						
2.4	Electrical						
2.5	Chemicals being used						
2.6	Security						
2.7	Potential debris? Respiratory protection?						
2.8	Handicap accessibility?						
2.9	Signage needed? Bilingual?						
2.10	Any unsafe conditions in work area						
2.11	Any opportunities for improvement						
2.12	Maintenance of job site						
2.13	Weather conditions (heat/cold/lightning)						
2.14	Emergency plan (weather/medical)						

3 <b>EQUIPMENT</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.1	Fuel & oil levels						
3.2	Anything need greasing?						
3.3	Anything broke or not working?						
3.4	Any other equipment needed?						
3.5	Anything in poor condition?						

PM

4 <b>SAFETY</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4.1	Barricades & Ribbon						

5 <b>JOB REVIEW</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5.1	Quality inspection						
5.2	Any Inspections needed - Footing inspection? - Municipal Right of Way?						
5.3	Were pictures taken of the job?						

6 <b>TRAILER</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6.1	All locks on & secured						
6.2	Any broken tools? Tagged?						

7 <b>JOB SITE</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.1	Maintenance of job site						
7.2	All materials/tools/aluminum ramps secured?						

WEEKLY

8 <b>WEEKLY CHECKLIST</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.1	Check trailer inventory for needed items						
8.2	Mileage & Hours w/Equip # to Office						
8.3	"Tool Box" Safety Talks						
8.4	Practice locating MSDS (SDS) & review Section info						
8.5	Skill Improvement Review-Everyone- How do I make more \$\$\$\$						

**Considerations for #2.7 Debris:**

- Breaker
- Grinding
- Leaf blower
- Saw cutting
- Cement slurry
- Sprayer
- Torch work
- General demo

**Considerations for #2.10 Work Area:**

- Truck/Forklift traffic
- Factory operations (Foundry/Machinery)
- Slips/Trips/Falls
- Fall protection
- Slick floor
- Other contractors in area