



Pre-Shift Safety Meeting NYC Department of Buildings LL 204 – Chapter 33 / 3301.12

Contractor: _____ Project Name: _____

Project Address: _____ Date / Time: _____

Description of Work: _____

Subcontractor: _____ Competent Person (Name/Title): _____

The following topics MUST be covered (and the appropriate protective actions) at each Pre-Shift Safety Meeting:

- PPE** – what is required by the job, and per task. _____
- Fall Protection** – where FP hazards might occur on the job. _____
- Housekeeping** – housekeeping procedures including debris removal. _____
- Health Hazards** – Lead, Asbestos, Silica, Noise, Respiratory Protection. _____
- Permits** – active/inactive areas of the project that are to be avoided. _____
- Protection of the Public** – job operations/hazards could affect the public. _____

Specific task safety requirements:

<u>Description of Tasks to Be Performed</u>	<u>Hazards Associated</u>	<u>Hazard Control</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Specific Fire Hazards

Specific Fire Hazards Potential:

Fire Safety Safeguards:

Fire Safety Procedures:
