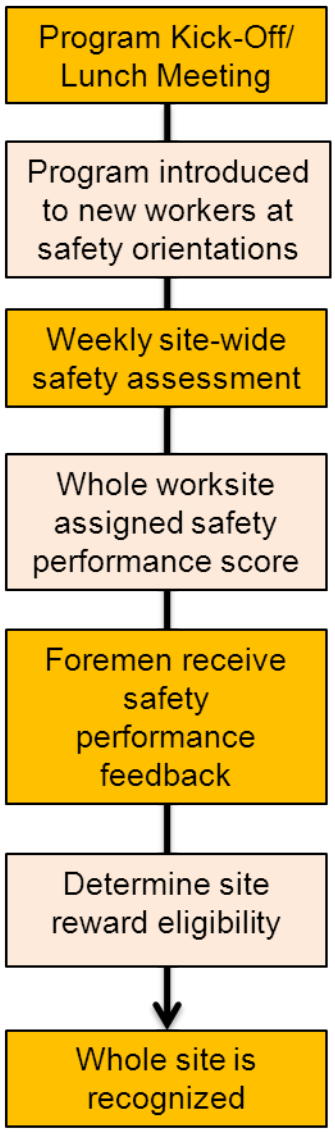
Process Tracking Checklists

Program Processes and Materials



- ❑ Order lunch for site
- ❑ Post program poster and flyers
- ❑ Print and distribute toolbox talk
- ❑ Distribute hardhat stickers

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- ❑ Point out performance tracking poster
- ❑ Distribute hardhat stickers

- ❑ Determine site safety threshold score
- ❑ Record safe and unsafe observations during assessments
- ❑ Input observations into workplace safety assessment software

- ❑ Determine whole site and subcontractor safety scores
- ❑ Graph whole site safety score on poster
- ❑ Post subcontractor safety scores alongside poster

- ❑ Announce whole site safety score at foremen meeting
- ❑ Distribute subcontractor safety observations to foremen on a weekly basis
- ❑ Encourage foremen to share observations with crews

- ❑ Determine if site has met set number of assessments
- ❑ Determine if cumulative whole site monthly safety score exceeds safety threshold
- ❑ If yes, set date for whole site recognition event

- ❑ Order lunch and obtain "high value" raffle item
- ❑ Congratulate worksite on meeting high safety standards; announce whole site safety score
- ❑ Recognize foremen and distribute certificates
- ❑ Hold raffle

Materials Needed

- ❑ B-SAFE hardhat stickers
- ❑ Toolbox talks
- ❑ Worksite poster
- ❑ Program flyers/ banner
- ❑ Access to workplace safety assessment software
- ❑ Raffle tickets