

### FORM EXPLANATION AND INFORMATION

#### **PURPOSE/PROCEDURE:**

- This form serves as documentation and a planning tool for all contractors working on Power projects.
- The Daily Huddle addresses job tasks, hazards associated with the tasks, and control measures that need to be taken. These meetings are to be conducted daily with our employees covering the tasks to be performed that day.
- The daily report is to be completed on a daily basis throughout the project. This form should be completed by the competent person. Each employee's name should be listed along with their location and description of work. It is important for each employee to initial the sheet. This confirms their attendance at the daily huddle and certifies that they have no safety issues or incidents to report (from the previous day).
- Completed daily reports and daily huddles are to be stored in the weekly safety file.
- Any questions regarding this procedure should be directed to Power's Safety Department.



## DAILY REPORT

<b>PROJECT:</b> _____	<b>DATE:</b> _____
<b>CONTRACTOR:</b> _____	<b>TRADE(S):</b> _____
<b># OF EMPLOYEES</b> _____	<b>FOREMEN</b> _____
<b>JOURNEYMEN</b> _____	<b>APPRENTICE</b> _____

<b>DAILY HUDDLE</b>	<i>SEE REVERSE SIDE FOR DAILY HUDDLE TOPICS</i>
<i>LIST SAFETY/ QUALITY POINTS DISCUSSED IN THIS MORNING'S DAILY HUDDLE</i>	

<b>TIER SUBS</b>	<i>LIST ALL TIER SUBS THAT WORKED ON SITE TODAY AND ATTACH THEIR DAILY REPORT</i>

EMPLOYEE NAME	ORIENTATION COMPLETE	LOCATION(S) WORKED	DESCRIPTION OF WORK	*INITIAL
<b>*COMPETENT PERSON</b>				
1	<input type="checkbox"/>			
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			
8	<input type="checkbox"/>			
9	<input type="checkbox"/>			
10	<input type="checkbox"/>			
11	<input type="checkbox"/>			
12	<input type="checkbox"/>			
13	<input type="checkbox"/>			
14	<input type="checkbox"/>			
15	<input type="checkbox"/>			

***\*By initialing, you confirm attendance at the Daily Huddle; you have no safety concerns to report and no incidents to report.***

<b>INCIDENTS</b>	
Today was incident free - there were no incidents reported by any of your crew/ tier contractors.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If No - Power Supervision was notified of the incident and appropriate documentation was completed.	<input type="checkbox"/> YES

In accordance with subcontract agreement, each subcontractor shall designate a competent person with a current OSHA 10/30 hour card within 3 years.  
(Subcontractor Site Safety Requirements & Procedures)

## CHECK OFF TOPICS DISCUSSED IN TODAY'S HUDDLE

- Describe today's work
- What hazards / concerns are associated with today's work?
- Equipment / tools needed
- PPE required
  - Does everyone have the PPE they need and know how to use it?
- Work station / area set up
  - How do we access the work areas today?
  - Any changes from yesterday?
  - Remember clean-up
- Training required
  - Does anyone need specific training for today's operations?
- Safety Policy Enforcement
  - Any recent disciplinary actions to review?
  - Site orientation completed?
  - Re-enforce zero tolerance policy
- Incident Reports
  - Any incidents or near misses to report?
  - Any recent incidents to review from this or another project?
- Production / Quality issues
- Any notes from Foremen's Meeting to discuss?

Each Subcontractor is solely responsible for monitoring and planning the work of its employees, subcontractors, agents, vendors, and suppliers to ensure compliance. This document is only a guideline and therefore not all-inclusive. Any specific additions or changes related to the Subcontractor's work are the sole responsibility of the Subcontractor.