

3.13.23

FORMS

CHECKLISTS, NOTICES, REPORTS...THE GOOD STUFF.

Below is a list of frequently used forms, checklists, notices, and reports. All of these are housed in the Company Safety Management System. While these are our heavy hitters, many other safety forms can be found in the Company Safety Management System. If you are having trouble locating a form that you need, reach out to a Safety Manager.

MODULE	FORM
Incident /Near Miss/ Observation	<ul style="list-style-type: none"> • Emery Sapp & Sons Inc. Incident Report • Employee-Involved Statement • Employee-Owner Safety Suggestion Form • Near Miss Report • Safety Observation Form • Witness Statement
Inspection Reports and Forms	<ul style="list-style-type: none"> • Annual Crane Inspection Report • Asphalt Plant Audit Report • Critical Lift Plan • DVIR Daily Vehicle Inspection Report • Forklift Inspection Report • MEWP Inspection Report • Mobile Crane Operator Daily Checklist • MSHA / Quarry Inspection Report • Pre-Shift Equipment Inspection Report • Shop Safety Inspection Report • Work Zone Inspection Report
Environmental	<ul style="list-style-type: none"> • SWPPP Forms (varies by project)
Meetings and Training	<ul style="list-style-type: none"> • Daily Huddle Report • Toolbox Talks (Accident Prevention) • Toolbox Talks (General)
Form / Procedures	<ul style="list-style-type: none"> • Annual Equipment & Tool Inventory Form • Demolition Work Plan • Employee Warning & Corrective Action Notice • Hot Work Plan • Lock Out/ Tag Out (LOTO) Form • Overhead Powerline Work Plan • Reasonable Suspicion Checklist • Safety Equipment Check Out / Transfer Form • Task Proficiency Evaluation Form • Weekly Safety Report