



**ENVIRONMENT, SAFETY, HEALTH, AND  
QUALITY DIVISION**

Chapter 2: [Work Planning and Control](#)

# Daily Construction Work Review and General Contractor Release Form

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URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormDailyConstructGCRelease.pdf>

This form is used to document release by the SLAC field construction manager (FCM) of the general contractor on construction jobs. The form is to be completed by the general contractor's designated representative, workers being briefed, and the FCM; completed forms are maintained in the work package. (See [Work Planning and Control: Work Planning and Control Procedure](#) [SLAC-I-720-0A21C-002].)

Project	Work location
General contractor	Date
30-hour supervisor	Cell number
SLAC FCM	Cell number

<p><b>Required Permits / Plans</b></p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> <a href="#">Penetration Permit</a></p> <p><input type="checkbox"/> <a href="#">Excavation Permit</a></p> <p><input type="checkbox"/> <a href="#">Confined Space Entry Permit</a></p> <p><input type="checkbox"/> <a href="#">Hot Work Permit-Fire</a> (flame or sparks)</p> <p><input type="checkbox"/> <a href="#">Radiological Work Permit</a></p> <p><input type="checkbox"/> <a href="#">Traffic Control Plan</a></p> <p><input type="checkbox"/> <a href="#">Hoisting and Rigging Plan</a></p> <p><input type="checkbox"/> <a href="#">Electrical Work Plan (EWP)</a></p> <p><input type="checkbox"/> <a href="#">Energy Isolation Plan (CoHE)</a></p> <p><input type="checkbox"/> <a href="#">Elevated Surface Work Plan (ESWP)</a></p> <p><input type="checkbox"/> <a href="#">Pressure Test Plan</a></p> <p><input type="checkbox"/> <a href="#">Other:</a></p> <p><input type="checkbox"/> <a href="#">Other:</a></p>	<p><b>Tailgate Discussion and Review Checklist</b></p> <p><input type="checkbox"/> What activities will be performed today?</p> <p><input type="checkbox"/> Are there any modified or different activities or equipment being used today?</p> <p><input type="checkbox"/> Do all workers have adequate PPE for working on the site and during their individual activities?</p> <p><input type="checkbox"/> Have high-hazard activities been identified and evaluated and have controls been established?</p> <p><input type="checkbox"/> Has relevant information from the JSA(s) been included in today's work plan and discussion?</p> <p><input type="checkbox"/> Do all workers understand SLAC safety expectations, including stop work?</p> <p><input type="checkbox"/> Is the construction area organized and free of trip hazards and debris?</p> <p><input type="checkbox"/> Have all work activities been identified and coordinated between all subcontractors?</p> <p><input type="checkbox"/> Will weather conditions impact safety or any work being performed today?</p> <p><input type="checkbox"/> Are there any hazardous waste containers or bins needed for today's work?</p> <p><input type="checkbox"/> Are all required permits and plans submitted and approved for today's work?</p> <p><input type="checkbox"/> Is access by non-construction personnel to all construction areas controlled?</p> <p><input type="checkbox"/> Is there any work that may impact non-construction personnel, buildings, or services?</p> <p><input type="checkbox"/> Are all workers qualified for the tasks that they will perform today?</p> <p><input type="checkbox"/> Have first aid and emergency resources / procedures been identified?</p> <p><input type="checkbox"/> Do all workers understand the entire scope of work that will be performed on-site today?</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Other:</p>
<p><b>Required Inspections</b></p> <p><input type="checkbox"/> Excavation / shoring inspection</p> <p><input type="checkbox"/> Heavy equipment inspection</p> <p><input type="checkbox"/> Fall protection inspection</p> <p><input type="checkbox"/> Scaffold inspection</p> <p><input type="checkbox"/> Rigging inspection</p> <p><input type="checkbox"/> BIO inspection</p> <p><input type="checkbox"/> Special inspection:</p> <p><input type="checkbox"/> Other:</p>	<p>Notes</p> <p>Support requested from FCM</p>

### Tasks, Hazards, and Controls

Task	Potential Hazards	Hazard Controls

### Worker Acknowledgment

I understand today's scope of work and associated hazards and will ensure controls are implemented. I understand I have the authority to stop work, should I have questions or recognize a hazard that may not be adequately controlled.

Name (print)	Initial	Company Name	Name (print)	Initial	Company Name

**If workers listed above:** GC has reviewed today's scope of work and associated hazards and controls with all and thereby releases them. Additional workers will be informed of the released work, hazards and controls on this job site before their names are added and I initial their release above.

	Name (print)	Signature	Date
GC designated representative			
SLAC FCM release			