

SITESAFETYDOC

SMALL CONTRACTOR STARTER

Implementation guide and document-control register

What is included

Document	Primary use
Job Hazard Analysis	Plan job steps, hazards, controls, responsibilities, and crew review.
Incident Report	Document facts, evidence, contributing factors, actions, and closeout.
Near Miss Report	Capture close calls, prioritize risk, and prevent recurrence.
Daily Jobsite Inspection	Inspect active work and track deficiencies to completion.
Ladder Inspection	Inspect, tag, isolate, and track portable ladders.
Toolbox Talks Bundle	Deliver 12 short meetings with discussion and attendance records.

Before using any template

- Add the company name, responsible roles, emergency contacts, and document numbering.
- Review applicable federal, state-plan, local, customer, manufacturer, and company requirements.
- Remove sections that do not apply only after a qualified company representative reviews the change.
- Train affected personnel on company procedures; a template is not a substitute for required training.
- Store completed records securely and protect medical, personal, and confidential information.

These editable materials are general business templates, not legal, engineering, or medical advice and not a guarantee of compliance.

1. Thirty-day startup plan

Timing	Action	Owner / complete
Days 1–3	Assign an owner; insert company information; create document numbers and storage folders.	
Days 4–7	Review current projects, common tasks, emergency contacts, equipment, and customer requirements.	
Week 2	Train supervisors on JHAs, inspections, reporting, stop work, corrective actions, and record handling.	
Week 3	Launch daily inspections and weekly toolbox talks; begin ladder inventory and tagging.	
Week 4	Audit completed forms, correct gaps, review trends, and schedule the next management review.	

Suggested routine

☐ Pre-task JHA before new / changed work	☐ Daily site inspection
☐ Pre-use ladder inspection	☐ Weekly toolbox talk
☐ Immediate incident / near-miss reporting	☐ Weekly corrective-action review
☐ Monthly record and trend review	☐ Quarterly program / template review

Company setup fields

Safety / program owner _____

Primary supervisor(s) _____

Emergency contact and site address process

Record storage location _____

Document numbering convention

Corrective-action escalation process

Training / qualification record location
