



Construction Safety Plan Template

WORK READY ESSENTIALS- Equipping Workers for Success

CONSTRUCTION SAFETY PLAN TEMPLATE

Project/Site: _____ Date: _____
Project Manager: _____ Safety Officer: _____
Prepared By: _____ Reviewed By: _____
Location: _____ Expected Duration: _____

1. PROJECT OVERVIEW & SCOPE

Project Description: _____

Site Address: _____

Project Value: _____ Contract Duration: _____

Prime Contractor: _____ GC License: _____

Work Activities Covered:

- ☐ Excavation/Earthwork ☐ Concrete Work ☐ Steel Erection ☐ Framing
☐ Roofing ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Demolition
☐ Other: _____
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2. SAFETY MANAGEMENT RESPONSIBILITIES

Project Manager

- Overall safety program oversight and accountability
- Ensure adequate safety resources and budget allocation
- Enforce safety policies and discipline when necessary
- Review and approve safety plan modifications

Safety Officer/Competent Person

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- Conduct daily safety inspections and hazard assessments
- Investigate incidents and near-miss events
- Coordinate safety training and toolbox talks
- Maintain safety documentation and records

Site Supervisors

- Conduct daily safety briefings with crew
- Ensure PPE compliance and proper use
- Stop unsafe work immediately
- Report safety concerns to management

All Workers

- Follow all safety procedures and work practices
- Use required PPE at all times
- Report hazards, incidents, and near-misses immediately
- Participate in safety training and meetings

Subcontractors

- Comply with all project safety requirements
- Provide safety training for their employees
- Maintain insurance and safety certifications
- Coordinate with prime contractor on safety matters

3. HAZARD IDENTIFICATION & RISK ASSESSMENT

Primary Hazards Present

- ☐ Fall Hazards - Working at heights over 6 feet
- ☐ Struck-by Hazards - Moving equipment, falling objects
- ☐ Caught-in/Between - Excavations, machinery, materials

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- ☐ Electrical Hazards - Power lines, temporary wiring
- ☐ Chemical Hazards - Solvents, adhesives, concrete
- ☐ Noise Exposure - Equipment operation, power tools
- ☐ Heat/Cold Stress - Weather conditions, season work
- ☐ Respiratory Hazards - Dust, fumes, confined spaces

Site-Specific Hazards

Overhead Power Lines: ☐ Yes ☐ No Voltage: _____

Underground Utilities: ☐ Marked ☐ Call 811 Completed

Traffic Hazards: ☐ Public roadway ☐ Vehicle access ☐ Flagging required

Environmental Concerns: ☐ Wetlands ☐ Contaminated soil ☐ Wildlife

Risk Assessment Matrix

Hazard	Probability	Severity	Risk Level	Control Measures
Falls from height	High	High	Critical	Guardrails, harnesses
Electrical shock	Medium	High	High	LOTO, PPE, training
Struck by equipment	Medium	High	High	Spotters, barriers

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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Minimum PPE Requirements (All Personnel)

- ☐ Hard Hat - Class E (electrical) rated, chin strap required
- ☐ Safety Glasses - Side shields, impact resistant
- ☐ High-Visibility Vest - Class 2 minimum, ANSI compliant
- ☐ Work Gloves - Cut resistant, task appropriate
- ☐ Safety Footwear - Steel toe, electrical hazard rated

Task-Specific PPE Requirements

Activity	Additional PPE Required
Concrete Work	Rubber boots, chemical resistant gloves
Welding	Welding helmet, leather apron, sleeves
Roofing	Fall protection harness, non-slip footwear
Electrical Work	Insulated gloves, arc-rated clothing
Demolition	Dust mask, hearing protection, face shield

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Chemical Handling	Chemical resistant suit, respirator
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PPE Inspection & Maintenance

- ☐ Daily inspection before use
 - ☐ Replace damaged or worn PPE immediately
 - ☐ Proper cleaning and storage procedures
 - ☐ Training on correct use and limitations
-

5. FALL PROTECTION PROGRAM

Fall Protection Hierarchy

1. Elimination - Design out fall hazards when possible
2. Passive Systems - Guardrails, safety nets, hole covers
3. Personal Fall Arrest - Harnesses, lanyards, anchor points
4. Administrative Controls - Training, procedures, supervision

Fall Protection Requirements

Trigger Height: 6 feet (OSHA general construction)

Steep Roof Work: Fall protection required regardless of height

Leading Edge Work: Special procedures and equipment required

Excavations: Fall protection for personnel entering trenches over 5 feet

Fall Protection Systems

- ☐ Guardrail Systems - 42" height, midrail, toeboards
- ☐ Personal Fall Arrest - Full body harness, shock-absorbing lanyard

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- ☐ Safety Net Systems - Installed by qualified personnel
- ☐ Warning Line Systems - 6 feet from roof edge minimum

Competent Person Requirements

Competent Person: _____ Certification: _____

Responsibilities:

- Identify fall hazards and authorize protection methods
 - Train workers on fall protection systems
 - Inspect equipment before each use
 - Supervise installation of fall protection systems
-

6. EXCAVATION & TRENCHING SAFETY

Soil Classification

- ☐ Type A - Stable rock, cemented soils (3/4:1 slope)
- ☐ Type B - Cohesive soils, angular gravel (1:1 slope)
- ☐ Type C - Granular soils, submerged soil (1.5:1 slope)

Soil Analysis By: _____ Date: _____

Excavation Protection Systems

- ☐ Sloping - Cut back to stable angle
- ☐ Shoring - Hydraulic or timber systems
- ☐ Shielding - Trench boxes or similar

Daily Excavation Checklist

- ☐ Competent person inspection completed
- ☐ Proper protective systems in place
- ☐ Access/egress ladders within 25 feet
- ☐ Spoil piles 2+ feet from edge

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- ☐ Utilities located and protected
 - ☐ Atmospheric testing completed (if required)
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7. ELECTRICAL SAFETY PROGRAM

Electrical Hazard Assessment

Site Electrical Systems:

- Temporary Power: ☐ Yes ☐ No Voltage: _____
- Permanent Systems: ☐ Energized during construction
- Overhead Lines: ☐ Present Clearance: _____ feet

Electrical Safety Requirements

- ☐ GFCI Protection - All 120V temporary receptacles
- ☐ Assured Equipment Grounding - Alternative to GFCI (with testing)
- ☐ Lockout/Tagout - De-energize before electrical work
- ☐ Minimum Approach Distances - Based on voltage levels

Qualified Electrical Workers

Electrician: _____ License #: _____

Training Current: ☐ Yes Certifications: _____

8. EQUIPMENT & MACHINERY SAFETY

Equipment Inventory & Inspection

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Equipment	Operator	Daily Check	Certification
Excavator		<input type="checkbox"/>	<input type="checkbox"/>
Crane		<input type="checkbox"/>	<input type="checkbox"/>
Forklift		<input type="checkbox"/>	<input type="checkbox"/>
Scaffolding		<input type="checkbox"/>	<input type="checkbox"/>

Heavy Equipment Safety

- ☐ Operator Certification - Valid licenses/training current
- ☐ Daily Pre-use Inspection - Documented checklist
- ☐ Spotters Required - For backing/blind spot operations
- ☐ Exclusion Zones - Marked around operating equipment

Scaffold Safety

- ☐ Competent Person Erection - Qualified scaffold builder
- ☐ Daily Inspection - Before each work shift
- ☐ Fall Protection - Guardrails or personal fall arrest
- ☐ Proper Access - Ladders or stair towers

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9. MATERIAL HANDLING & STORAGE

Manual Lifting Guidelines

- Maximum Lift: 50 lbs individual, team lift over 50 lbs
- Proper Technique: Bend knees, straight back, secure grip
- Mechanical Aids: Use forklifts, hoists, dollies when available

Material Storage Requirements

- ☐ Stable Surfaces - Level, solid, adequate capacity
- ☐ Secured Storage - Prevent falling, sliding, collapse
- ☐ Access Aisles - Minimum 3 feet wide maintained
- ☐ Height Limits - Stack height per manufacturer specifications

Crane & Rigging Operations

Crane Operator: _____ Certification: _____

Signal Person: _____ Qualification: _____

- ☐ Pre-lift planning meeting completed
 - ☐ Load charts and capacity verified
 - ☐ Rigging hardware inspected
 - ☐ Exclusion zone established
-

10. EMERGENCY RESPONSE PROCEDURES

Emergency Contacts

911 Emergency Services: 911

Poison Control: (800) 222-1222

Project Manager: _____ Phone: _____

Safety Officer: _____ Phone: _____

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Nearest Hospital: _____ Phone: _____

Utility Emergency: _____ Phone: _____

Medical Emergency Response

1. Ensure scene safety - Control hazards before providing aid
2. Call 911 - Provide location, nature of injury, assistance needed
3. Provide first aid - Only if trained and within capability
4. Notify management - Project manager and safety officer
5. Preserve scene - For investigation if work-related

Fire Emergency

1. Alert personnel - Sound alarm, evacuate if necessary
2. Call fire department - Even for small fires
3. Attempt suppression - Only if safe and trained
4. Evacuate area - Use designated routes and assembly points
5. Account for personnel - Check attendance at assembly area

Severe Weather

Lightning: Cease outdoor work, seek shelter in enclosed buildings

High Winds: Secure materials, cease crane operations over 20 mph

Flooding: Evacuate low areas, de-energize electrical equipment

First Aid Stations

Location 1: _____ Supplies: ☐ Adequate ☐ Restock needed

Location 2: _____ Supplies: ☐ Adequate ☐ Restock needed

First Aid Trained Personnel:

1. _____ Certification: _____ Exp: _____
2. _____ Certification: _____ Exp: _____



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11. TRAINING & COMMUNICATION

Required Training Programs

- ☐ New Employee Orientation - Site-specific safety hazards
- ☐ OSHA 10-Hour Construction - General construction safety
- ☐ Fall Protection Training - For workers exposed to falls
- ☐ Competent Person Training - For designated personnel
- ☐ Equipment Operation - Specific to equipment operated
- ☐ Hazard Communication - Chemical safety and SDS review

Training Documentation

Employee Name	Position	Training Completed	Date	Trainer

Daily Safety Communication

Toolbox Talks: Conducted daily before work begins

Safety Meetings: Weekly formal safety meetings

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Hazard Alerts: Posted for new or changing hazards

Safety Bulletins: Distributed for lessons learned

12. INCIDENT REPORTING & INVESTIGATION

Reporting Requirements

Immediate Notification: All injuries, near-misses, property damage

24-Hour Reporting: OSHA recordable injuries to management

Documentation: Complete incident report within 24 hours

Investigation Process

1. Secure Scene - Preserve evidence, control hazards
2. Gather Information - Interview witnesses, collect facts
3. Analyze Causes - Identify root causes and contributing factors
4. Develop Corrective Actions - Prevent recurrence
5. Follow-up - Verify implementation and effectiveness

Incident Report Form

- ☐ Available at site office
 - ☐ Posted on safety bulletin board
 - ☐ Digital version available online
-

13. SUBCONTRACTOR COORDINATION

Pre-qualification Requirements

- ☐ Insurance Verification - Current liability and workers' comp
- ☐ Safety Program Review - Written safety plan required

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- ☐ Training Documentation - Verify employee training current
- ☐ Past Performance - Safety record and EMR review

Coordination Activities

- ☐ Pre-work Meetings - Scope, hazards, procedures
 - ☐ Joint Safety Inspections - Weekly coordination walks
 - ☐ Shared Resources - First aid, emergency response
 - ☐ Interface Hazards - Multi-contractor work areas
-

14. MONITORING & COMPLIANCE

Inspection Schedule

Daily Inspections: Site conditions, equipment, PPE compliance

Weekly Inspections: Detailed safety audit, documentation review

Monthly Inspections: Program effectiveness, trend analysis

Safety Metrics

Target Goals:

- Zero fatalities
- Recordable incident rate: ____ per 200,000 hours
- Near-miss reporting: ____ reports per month
- Training compliance: 100%

Audit Checklist

- ☐ PPE compliance and condition
- ☐ Fall protection systems proper
- ☐ Electrical systems safe and compliant
- ☐ Equipment inspections current

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- ☐ Training records complete
 - ☐ Emergency equipment functional
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15. PLAN REVIEW & UPDATES

Review Schedule

Initial Review: Before project mobilization

Periodic Review: Monthly or when conditions change

Incident Review: After any safety incident

Final Review: Project completion lessons learned

Approval Signatures

Project Manager: _____ Date: _____

Safety Officer: _____ Date: _____

Client Representative: _____ Date: _____

Revision History

Version	Date	Changes Made	Approved By
1.0		Initial Issue	

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16. APPENDICES

Appendix A: Site Map and Emergency Routes

Appendix B: Emergency Contact List

Appendix C: Material Safety Data Sheets (SDS)

Appendix D: Equipment Inspection Checklists

Appendix E: Training Records and Certifications

Appendix F: Permits and Regulatory Documentation

NOTES/SPECIAL CONSIDERATIONS:

This safety plan template complies with OSHA construction standards (29 CFR 1926). Customize for project-specific hazards and requirements. For additional safety resources and support, contact Work Ready Essentials.