

# Construction Site Pre-Start Checklist

By Checklister

## ☐ Define this shift's work

Use one run per defined work package and crew. Expand the scope only through the approved site plan.

### ☐ Identify the project and approved work area

Record the project and exact work area from the current authorized plan.

### ☐ Record this shift's work package

Name the actual activities and package/reference for this crew, including scope boundaries.

### ☐ Record the shift briefing time

Enter the actual local date and time of this briefing.

### ☐ Identify the authorized site supervisor

Choose the person responsible for the defined work-start decision. Assignment does not grant authority.

### ☐ Verify the crew and each responsible lead

Record the approved crew roster or attendance reference, including the relevant trade leads. Do not copy unnecessary personal records.

## ☐ Review changed conditions and prerequisites

The qualified site team supplies hazards, controls and current legal prerequisites.

### ☐ Compare current conditions with the previous shift

Record relevant weather, access, work-scope or interface changes and the current assessment reference where useful. Leave the answer blank when there is no additional change to report; the work-area checks still apply.

### ☐ Verify the approved method and risk assessment

Check the approved method and assessment revisions against the actual work. Add the reference or a mismatch here when useful; the approved site records remain authoritative and mismatches need the designated authority.

### ☐ Verify applicable permits for this shift

Check any permits required by the site procedure for this activity and shift. Add their reference, status, validity/scope and issuer when applicable. Leave blank when no permit is required; this field does not waive an applicable permit.

### ☐ Verify crew competence for the assigned work

Have authorized staff check competence against the assigned activities. Add verification references or gaps when useful; assignment alone does not establish competence.

### ☐ Verify equipment-release records for the planned activity

For equipment used in this activity, have authorized staff verify the required asset/release status. Add references or unavailable equipment when applicable; leave blank if no equipment-release check is relevant.

### ☐ Agree trade interfaces and logistics

Confirm any overlapping work, shared access, deliveries or vehicle/pedestrian interfaces with the relevant leads. Add agreed controls or unresolved conflicts when present; leave blank when none apply.

## ☐ Walk the actual work area

The supervisor tailors these starter checks to the approved work package before briefing. Use the actual site controls; record observations or blockers in task notes.

### ☐ Starter check: access route and work-area boundary

Check the authorized route and boundaries against the current plan. Note obstructed access, changed exclusions or conflicting work; do not enter an uncleared area.

### ☐ Starter check: shared work and delivery interfaces

Confirm the actual overlap with other trades, vehicle/pedestrian routes and planned deliveries with the coordinating leads. Add an owner for unresolved conflicts.

### ☐ Starter check: changed site or weather conditions

Compare the current conditions with the limits and review triggers in the approved site procedure. Ask the qualified lead to reassess changed conditions; this template supplies no generic threshold.

## ☐ Brief the crew and check understanding

Use current approved site information in a language and format the crew understands.

- ☐ **Brief the actual emergency and reporting arrangements**  
Brief the actual alarm/reporting method, safe-location arrangements and relevant contacts. Ask the crew to identify the route for this work area. Add the site-information reference or an exception only when useful.
- ☐ **Ask the crew to explain the key work controls**  
Ask a practical question about the current work, relevant controls or any important change. Record the response and clarification needed; attendance alone does not establish understanding.
- ☐ **Record the briefing attendance evidence**  
The crew is identified in the opening answer. Add a separate attendance-record reference or late-arrival follow-up if needed; do not duplicate an existing crew/attendance record.
- ☐ **Resolve blockers and record the authorized decision**  
A completed checklist is not a permit. Affected work remains on hold until the designated authority clears it.
- ☐ **Identify every held activity and required clearance**  
If an activity is held, record its blocker, affected scope, accepted owner and clearance needed; create an open corrective task. Leave blank when no activities are held.
- ☐ **Record the authorized start or hold decision**  
Use only the designated site authority's decision for the identified scope. Keep unsafe or uncleared work on hold.
- ☐ **Record the actual decision time**  
Record when the designated authority made the decision for this defined work scope.
- ☐ **Record the start-or-hold approval reference**  
Add a supporting approval or clearance reference when the site process requires one, or identify a decision maker different from the supervisor above. The actual decision and time remain separate required answers.
- ☐ **Communicate the decision to affected crews**  
Tell affected crews the authorized start or hold scope and any restrictions or re-review trigger. Add a communication reference, exception or next trigger when useful; a routine completed briefing need not be transcribed.