Daily Tailgate & Field Level Risk Assessment

General Contractor · 50 items to review · 8 common tasks with hazards and controls

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Company _____ Project _____

Date _____ Supervisor / foreman _____

Workers on site _____ Weather _____

DAILY WORK SCOPE

PROJECT CONCERNS AND CONTROLS

Other trades, deliveries, lane closures, overhead work, anything new on site today.

ITEMS REVIEWED

Tick what applies today and was reviewed with the crew. Leave blank what does not apply.

Permits & PPE

- ☐ Hot Work Permit
- ☐ Lockout
- ☐ Eye Protection (safety glasses)
- ☐ Hearing Protection
- ☐ Hard Hat & Safety Boots
- ☐ Confined Space Entry
- ☐ Task-Appropriate Gloves
- ☐ Fit-Tested Respirator
- ☐ High-Visibility Apparel

Work Surfaces & Equipment

- ☐ Uneven or Slippery Surfaces
- ☐ Signaller / Spotter Assigned
- ☐ Ladders Inspected & Secured
- ☐ Scaffold Inspected & Tagged
- ☐ Other Trades Working Above / Below
- ☐ Mobile Equipment in Area
- ☐ Lift / Machine Pre-Use Inspection Before Use
- ☐ Material Storage & Securement
- ☐ Overhead Power Lines Clear

Site Conditions

- ☐ Dust / Silica Exposure (cutting, grinding)
- ☐ Sharp Edges & Protruding Objects
- ☐ Adverse Weather Conditions
- ☐ Manual Material Handling
- ☐ Overhead Hazards
- ☐ Housekeeping Maintained

Fall Protection

- ☐ Guardrails in Place
- ☐ Floor & Roof Openings Covered or Guarded
- ☐ Fall Arrest — Harness, Lanyard / SRL & Anchor
- ☐ Fall Protection Plan Reviewed for Today
- ☐ Toe Boards in Place
- ☐ Fall Restraint System
- ☐ Harness & Lanyard Inspected Before Use

Site Coordination & Controls

- ☐ Restricted Zones Barricaded & Signed
- ☐ Fire Department Access & Hydrants Clear
- ☐ Delivery Route & Laydown Set
- ☐ Traffic Control Plan & Devices in Place
- ☐ Debris Netting & Overhead Protection Intact
- ☐ Hoarding Secured, Heaters & CO Monitor
- ☐ Hazmat Survey Seen & Area Cleared in Writing
- ☐ Occupied Areas Separated & Signed
- ☐ Public & Neighbour Protection in Place
- ☐ Trade Supervisors on Site Known
- ☐ Crane Lifts Reviewed — Rigger & Signaller Named
- ☐ Removed Guardrails Replaced Before Area Is Left
- ☐ Cords Inspected & on GFCI Protection
- ☐ Chute & Bin Area Barricaded
- ☐ Services Located & Isolated Before Cutting

Emergency Preparedness

- ☐ Muster Point & Emergency Exits Reviewed
- ☐ Fire Extinguisher Location Known
- ☐ First Aid Attendant & Kit Location Known
- ☐ Site Address / Emergency Number Known

FIELD LEVEL RISK ASSESSMENT

One row per task today. The pages at the back list common general contractor tasks with their hazards and controls. Copy what fits.

#	TASK	HAZARDS	CONTROLS	RISK
1				L M H
2				L M H
3				L M H
4				L M H
5				L M H
6				L M H

CREW SIGN-IN

By signing, each worker confirms this tailgate was reviewed with them.

#	NAME	SIGNATURE	IN	OUT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

#	NAME	SIGNATURE	IN	OUT
11				
12				

First aid attendant on site today _____ Muster point _____

SUPERVISOR SIGN-OFF

I certify that I have reviewed this assessment with each crew member, and that the work will follow the company safety program and the applicable health and safety regulations.

Name _____ Signature _____ Date _____

Rather fill this on the phone? Ordinex has this same general contractor tailgate built in. The foreman fills and signs it on site, even with no signal, and the office gets the PDF with your logo. Try it free for 14 days: ordinex.ca

COMMON GENERAL CONTRACTOR TASKS — HAZARDS AND CONTROLS

8 tasks from the Ordinex General Contractor pack. Pick the tasks you do today and copy them into the risk assessment above.

TASK	RISK	HAZARDS	CONTROLS
Moving materials by hand or cart	Low	Overexertion / Strains, Pinch Points, Slips / Trips Possible	Cart, dolly or two-person lift for heavy or awkward items, clear travel path, gloves, never block stairs or exits
Working from a ladder	Medium	Working from Ladder, Fall from Heights, Slips / Trips Possible	Inspect the ladder before use, 3-point contact, set at about 75° and secured, extend 1 m above the landing, level footing, no overreaching or carrying bulky loads — use a platform ladder or rolling tower instead
Weather response — rain, snow, ice, wind, heat	Medium	Weather Conditions, Slips / Trips Possible, Exposure to Heat / Cold, Struck by Falling Objects	Clear and sand access routes, stairs and ramps first, secure loose sheets, tarps and hoarding before wind, stop crane and hoist picks above the wind limit, heated shelter and warm-up breaks in cold, cool water close to the work and shade in heat
Daily site walk & inspections	Medium	Slips / Trips Possible, Others Working Above / Below, Struck by Falling Objects, Equipment Blind Spots	Full PPE with hi-vis, stay on walkways and out of barricaded zones, make eye contact with operators before passing equipment, never stand at an unprotected edge, photograph and log every deficiency with the company responsible
Escorting inspectors, consultants & visitors	Medium	Slips / Trips Possible, Others Working Above / Below, Fall from Heights	Visitors signed in and briefed, hard hat, safety boots, eye protection and hi-vis on, escorted at all times, kept away from open edges, lifts and active work
Checking openings, edges & excavations	High	Fall from Heights, Cave-In / Trench Collapse, Impalement	Inspect from behind the guardrail or tied off, never stand at an unprotected edge, do not enter an excavation over 1.2 m deep unless it is sloped, benched or shored, missing covers or guardrails barricaded at once and reported
After-hours, weekend or heater check (working alone)	Medium	Working Alone, Carbon Monoxide — Heaters & Engines, Slips / Trips Possible, Fall from Heights	Check-in procedure with a named contact — call at set times and at the end, each check recorded by the contact, phone charged, lights on, stay out of barricaded areas, no ladder or edge work alone
Hot work permits & fire watch	Medium	Hot Work / Open Flame	Permit issued and posted before work starts, combustibles cleared or covered including below and behind, extinguisher at the point of work, fire watch during the work and for the time the permit or fire safety plan sets, final check before leaving the area

22 more general contractor tasks are in the app. The Ordinex General Contractor pack has 30 tasks with hazards, risk level and controls, ready on the foreman's phone. The crew picks today's tasks and the controls fill in by themselves. Free for 14 days, no credit card: ordinex.ca

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