MONTRIDGE INSURANCE SERVICES, INC.

Host Worksite Safety Checklist

Review the actual worksite, shift and supervision before a temporary worker starts.

Site and supervision

Record work area, shift, supervisor and backup contact.

Approved duties

List tasks, equipment and boundaries for the assignment.

Hazards and controls

Review traffic, equipment, hazards, PPE and emergency routes.

Training responsibility

Assign general and site-specific training and retain completion evidence.

Change and escalation

Name who can stop, review and release a changed assignment.

Injury coordination

Agree on emergency, insurer and safety reporting contacts.

Save a local copy. Keep completed records in your organization's approved system.

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