

Daily pavement site briefing record

Use this checklist for the actual service, product, site and jurisdiction. Leave missing evidence unresolved until the responsible person confirms it. Record the decision and its source before proceeding.

Business job date and responsible person

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- ☐ Confirm date, job, supervisor, crew and approved scope.
 - ☐ Review the tasks and product or equipment changes for the day.
 - ☐ Discuss actual site and forecast conditions.
 - ☐ Identify traffic, chemical, heat, burn, dust and lifting hazards that apply.
 - ☐ Assign controls, PPE, emergency contacts and safe access.
 - ☐ Confirm machine inspections and unresolved faults.
 - ☐ Explain hold points and each worker responsibility to stop unsafe work.
 - ☐ Record attendance, questions, actions and follow-up owner.

Unresolved items evidence and next action

Decision owner and follow up date

Sources and record notes

Author NPMCA. Worksheet version 1.0; guide record as of 2026-10-11. Technical limits and prices must come from the exact current product instructions, official rule or dated written quote.

OSHA small business resources: <https://www.osha.gov/smallbusiness>

OSHA hazard communication: <https://www.osha.gov/hazcom>

Guide: <https://www.npmca.org/start/safety-osha>