



# Survey Safety Briefing

## Indiana Department of Transportation

Working safely is a condition of employment for ALL INDOT employees. Ensuring safe work practices and work environment is a team effort. Supervisory personnel **SHALL** conduct a Safety Briefing at beginning of each day and or prior to all work activities. The following shall be discussed at a *minimum*, and retained for a period of three (3) years.

All employees engaged in operations upon or adjacent to a highway or in a maintenance/construction area shall wear protective footwear, headwear and high visibility ANSI Class III Safety Apparel in accordance with the INDOT Safety Manual.

<b>Date:</b>	<b>Time:</b>	<b>Type of Survey:</b>
<b>District:</b>	<b>Sub-District of Survey:</b>	<b>Geographic Job Location:</b>

  

<p style="text-align: center;"><b><u>Equipment Checks</u></b></p> <p><input type="checkbox"/> Job Required Equipment Check</p> <p><input type="checkbox"/> Insect Repellant, Sun Block, Poison Ivy Block/Wash</p> <p><input type="checkbox"/> Communication Equipment Check</p> <p><input type="checkbox"/> Vehicle Daily Check</p> <p><input type="checkbox"/> Traffic Control Devices (If Needed)</p> <p style="text-align: center;"><b><u>Work Zone Information</u></b></p> <p><input type="checkbox"/> Survey will require Traffic Control If Traffic Control is required, is assistance needed from the above listed Sub District? <input type="checkbox"/> Yes</p> <p><i>(Note: If Traffic Control Assistance is required, Traffic Control Plan Shall be completed on the Maintenance Job Safety Briefing by Maintenance Crew and a copy attached to this document.)</i></p> <p><b><u>Type of Road:</u></b></p> <p><input type="checkbox"/> N/A <input type="checkbox"/> Posted Speed Limit(s) _____</p> <p><input type="checkbox"/> Two Lane <input type="checkbox"/> Multiple Lane (Non-Interstate)</p> <p><input type="checkbox"/> Multiple Lane (Interstate)</p> <p><input type="checkbox"/> Shoulder Work (Definition: <math>\geq 8</math>ft of improved lane)</p> <p><b><u>Road Characteristics/Features:</u></b></p> <p><input type="checkbox"/> Curvy <input type="checkbox"/> Hilly <input type="checkbox"/> Urban <input type="checkbox"/> Rural</p> <p><input type="checkbox"/> Lane Closure Required: <i>(Lane closure is required if lane width restriction is &lt;10 feet and if on the interstate, Interstate Lane Closure Policy must be followed.)</i></p> <p><input type="checkbox"/> Special Zone Area: _____ <i>(Zones such as Schools, Hospitals, Parks, factories, etc)</i></p> <p><b><u>Type of Work Zone:</u></b></p> <p><input type="checkbox"/> N/A <input type="checkbox"/> &gt;1 Hour Short Term <input type="checkbox"/> &lt;1 Hour Short Duration</p> <p><input type="checkbox"/> Mobile <input type="checkbox"/> Flagging Required</p> <p>Work Zone Traffic Control Guidelines page # _____ <input type="checkbox"/> N/A</p> <p><b>Remarks:</b> _____</p> <p>_____</p>	<p style="text-align: center;"><b><u>Special Personnel Protective Equipment (PPE)</u></b></p> <p><input type="checkbox"/> Discuss and identify specialized PPE requirements (Brush Cutting, Working near water, etc)</p> <p><input type="checkbox"/> Verified Logging Operation First Aid Kit Present</p> <p><input type="checkbox"/> Other: _____</p> <p style="text-align: center;"><b><u>Discuss Action Plans (If Needed):</u></b></p> <p><input type="checkbox"/> Severe Weather <input type="checkbox"/> Hunting Season</p> <p><input type="checkbox"/> Communications Plan Working in Remote Isolated Areas <i>(In case of emergencies)</i></p> <p style="text-align: center;"><b><u>Other Safety Concerns:</u></b></p> <p><input type="checkbox"/> Terrain <input type="checkbox"/> Insects <input type="checkbox"/> Poison Plants <input type="checkbox"/> Wildlife</p> <p style="text-align: center;"><b><u>Comments:</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b><u>BRIEFING ACKNOWLEDGEMENT</u></b></p> <p>_____ <i>Print name</i> <span style="float: right;"><i>Signature</i></span></p> <p>_____ <i>Print name</i> <span style="float: right;"><i>Signature</i></span></p> <p>_____ <i>Print name</i> <span style="float: right;"><i>Signature</i></span></p> <p>_____ <i>Print name</i> <span style="float: right;"><i>Signature</i></span></p> <p>Supervisor's Signature: _____</p>
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