

# SAFETY OFFICER DAILY CHECKLIST

To be completed daily, and forwarded to Leidos Biomed daily  
with Daily Safety Meeting Minutes and Daily Safety Inspection Checklist

## Access and Training

- All workers on site have an NCI at Frederick access pass, access badge, or PIV badge.
- Access to all work locations is arranged through Leidos Biomed.
- All workers on site have completed NCI at Frederick Construction Subcontractor Safety Orientation in last 12-month.
- All workers on site have been trained according to OSHA (or similar) where necessary according to OSHA (or similar).
- Competent persons for activities are on site as and when required by OSHA.
- Minimum PPE requirements have been communicated to all workers.

## Safety Plan

- The safety plan is at the project location.
- The safety plan is all-encompassing of the work taking place.
- Safety plan elements are reviewed with all workers during daily safety meetings.
- Emergency procedures are reviewed with all workers during daily safety meetings.
- Project-/hazard-specific inspections are conducted daily by the project Safety Officer.
- Safety meeting minutes and daily safety inspection checklists are forwarded to Leidos Biomed daily.

## Hazards and Emergencies

- Known or suspect hazardous materials have been identified in the work area.
- Hazards that are created are corrected and not exposed to others.
- Hazards continue to be assessed and communicated.
- Emergency evacuation routes and assembly areas are known for the work area.