



# Project Punch List Template

23 May 2023 / Caleb Butler

**Complete**

<b>Score</b>	<b>93.75%</b>	<b>Flagged items</b>	<b>7</b>	<b>Actions</b>	<b>5</b>
<b>Site conducted</b>					Unanswered
<b>Date</b>					23.05.2023
<b>Prepared by</b>					Caleb Butler
<b>Location</b>					Miami, FL, USA (25.7616798, -80.1917902)

## Flagged items & Actions

7 flagged, 5 actions

### Flagged items

7 flagged, 5 actions

Materials / I. Deliveries

**1. All equipment and material deliveries must be carefully planned and monitored.**

Non-Compliant



Photo 1

Materials / I. Deliveries

**2. Transition and delivery zones are identified and limited to select personnel, i.e., receivers and deliverers.**

Non-Compliant

People are crowding delivery zones.

Manpower / I. Awareness and Communication

**1.1. All languages should be accounted for to ensure proper communication.**

Non-Compliant

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:19 PST | Created by SafetyCulture Staff

Translate protocols into relevant languages to account for our foreign workers.

Manpower / I. Awareness and Communication

**2.1. Daily updates on the latest developments.**

Non-Compliant

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:20 PST | Created by SafetyCulture Staff

Check government website.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:20 PST | Created by SafetyCulture Staff

Read news articles.

Manpower / I. Awareness and Communication

**3.2. Proper handwashing using anti-bacterial soap (or use alcohol-based hand sanitizer when unavailable).**

Non-Compliant



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:20 PST | Created by SafetyCulture Staff

We ran out of soap. Please replenish.

Manpower / I. Awareness and Communication

**3.5. Covering of mouth with tissue or arm (if tissue is unavailable) when sneezing or coughing.**

Non-Compliant

Workers forget to do this because they are all wearing face masks.

Manpower / I. Awareness and Communication

**6. All workers must provide their location or place of residence prior to working for contact tracing purposes.**

Non-Compliant

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:24 PST | Created by SafetyCulture Staff

Need to get the workers' addresses.

**Other actions**

0 actions

**Materials**

2 flagged, 66.67%

**I. Deliveries**

2 flagged, 66.67%

**1. All equipment and material deliveries must be carefully planned and monitored.**

**Non-Compliant**



Photo 1

**2. Transition and delivery zones are identified and limited to select personnel, i.e., receivers and deliverers.**

**Non-Compliant**

People are crowding delivery zones.

**2.1. Transition personnel are regularly monitored, always provided required Personal Protective Equipment (PPEs) and may be included for optional testing.**

**Compliant**

**2.2. Social distancing and other protocols set by the government should be followed.**

**Compliant**

**3. As much as possible, cargo is unloaded only by the receivers, while the deliverers do not leave their vehicles. If the receivers are not enough to unload the cargo, the deliverers must unload while the receiver has to wait at a secured distance until completed.**

**Compliant**

**4. All cargo should undergo proper disinfection procedures before use. Likewise, involved staff should also be properly disinfected before entering the jobsite.**

**Compliant**

**4.1. Materials, which are exposed to the sun, such as concrete and gravel, need not be disinfected.**

**N/A**

Manpower

5 flagged, 5 actions, 94.69%

## I. Awareness and Communication

5 flagged, 5 actions, 78.26%

**1. Active communication between the workers, safety officers, site supervisors, and management is advised in planning and implementing the protocols.**

Compliant

**1.1. All languages should be accounted for to ensure proper communication.**

Non-Compliant

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:19 PST | Created by SafetyCulture Staff

Translate protocols into relevant languages to account for our foreign workers.

**2. Infographics, signages, and posters on health and safety measures must be posted at entry points and strategic areas:**

Compliant

**2.1. Daily updates on the latest developments.**

Non-Compliant

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:20 PST | Created by SafetyCulture Staff

Check government website.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:20 PST | Created by SafetyCulture Staff

Read news articles.

**2.2. Self-screening measures.**

Compliant

**2.3. COVID-19 hotline**

Compliant

**3. As much as possible, all workers should exercise the practices for reducing the risk of transmission, and proper hygiene as mandated by the government:**

Compliant

**3.1. Social distancing [at least one (1) meter distance from next person].**

Compliant

**3.2. Proper handwashing using anti-bacterial soap (or use alcohol-based hand sanitizer when unavailable).**

Non-Compliant



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 30.05.2023 14:20 PST | Created by S

afetyCulture Staff	
We ran out of soap. Please replenish.	
<b>3.3. Avoid contact with own eyes, nose, and mouth.</b>	Compliant
<b>3.4. Prohibit spitting.</b>	Compliant
<b>3.5. Covering of mouth with tissue or arm (if tissue is unavailable) when sneezing or coughing.</b>	Non-Compliant
Workers forget to do this because they are all wearing face masks.	
<b>3.6. Use and remove PPE with care.</b>	Compliant
<b>3.7. Do not share personal belongings such as phones, pens, PPEs.</b>	Compliant
<b>3.8. Avoid physical greetings (e.g. handshakes, hugs).</b>	Compliant
<b>4. All workers' status on-site and off-site, are properly noted at all times by the safety officers.</b>	Compliant
<b>4.1. Fit to work</b>	Compliant
<b>4.2. Sick</b>	Compliant
<b>4.3. High temperature</b>	Compliant
<b>4.4. Other conditions</b>	Compliant
<b>5. An acceptable level of health evaluation is properly communicated between new hires and management.</b>	Compliant
<b>6. All workers must provide their location or place of residence prior to working for contact tracing purposes.</b>	Non-Compliant
To Do   Assignee SafetyCulture Staff   Priority Low   Due 30.05.2023 14:24 PST   Created by SafetyCulture Staff	
Need to get the workers' addresses.	
<b>6.1. Additionally, workers coming from COVID-19 hotspots would need to be identified.</b>	N/A
<b>7. Quarantined workers should also be kept track of under strict confidentiality and privacy.</b>	Compliant
<b>II. Clearing for Return to Work</b>	100%
<b>1. Stringent qualification criteria for employees/workers:</b>	Compliant

<p><b>1.1. Must be 21 to 59 years old, without pre-existing health conditions, such as, but not limited to, immunodeficiency, comorbidities, or other health risks, including any person who resides with the aforementioned.</b></p>	<p>Compliant</p>
<p><b>1.2. Employees or consultants who are 60 years old or above may be part of the workforce for construction projects if expressly permitted by the government.</b></p>	<p>Compliant</p>
<p><b>1.3. Must have no COVID 19 symptoms.</b></p>	<p>Compliant</p>
<p><b>2. Screening and entry at construction site (compliance with return-to-work guidelines and checking all returning workers for symptoms within the last 14 days and excluding anyone who is symptomatic. Contractors also have the option to test workers for COVID-19 through government-prescribed testing protocols to determine if there is asymptomatic transmission.</b></p>	<p>Compliant</p>
<p><b>2.1. HR departments should undertake daily health prescreening. Returning employees/workers should be made aware of giving accurate information per government guidelines.</b></p>	<p>Compliant</p>
<p><b>2.2. All returning employees/workers must declare (via SMS) any recent travel history to or residence in an area with a reported case of local transmission of COVID-19 over the 14-days prior to entry.</b></p>	<p>Compliant</p>
<p><b>2.3. Returning workers that do not show any symptoms will be quarantined for 14 days within the jobsite and will be allowed to work under a zoned or grouped area.</b></p>	<p>Compliant</p>
<p><b>2.4. Those who have been residing in the barracks for at least 14 days and with no symptoms are permitted to resume work immediately.</b></p>	<p>Compliant</p>
<p><b>2.5. Management should have an understanding and plan on how the workers travel to and from the jobsites.</b></p>	<p>Compliant</p>
<p><b>2.6. A heightened gate entrance screening protocol with the use of non-contact thermal scanners on all personnel upon entry to construction premises will be implemented. All personnel must declare recent possible exposure to confirmed COVID-19 cases, including travel history to or residence in an area with reported local transmission of COVID-19 disease. The individual should also attest that they are not experiencing the following symptoms:</b></p>	<p>Compliant</p>
<p>No one is experiencing any symptoms.</p>	
<p><b>2.6.1. Fever</b></p>	<p>N/A</p>
<p><b>2.6.2. Cough</b></p>	<p>N/A</p>

<b>2.6.3. Shortness of breath</b>	N/A
<b>2.6.4. Colds</b>	N/A
<b>2.6.5. Sore throat</b>	N/A
<b>2.6.6. Runny nose</b>	N/A
<b>2.6.7. Nasal congestion</b>	N/A
<b>2.6.8. Muscle pains</b>	N/A
<b>2.6.9. Headache</b>	N/A
<b>2.6.10. Difficulty of breathing</b>	N/A
<b>2.6.11. Diarrhea</b>	N/A
<b>2.6.12. Loss of sense of smell</b>	N/A
<b>2.6.13. Loss of sense of taste</b>	N/A
<b>2.7. Security guard or assigned personnel/safety engineers on duty will then refer these personnel to the health and safety department</b>	Compliant
<b>2.8. Employers should provide local government authorities with monthly reports of illness, diseases, and injuries</b>	Compliant
<b>3. Suspected Cases (Possible cases of COVID-19)</b>	N/A
3.1. Any individual exhibiting flu-like symptoms should not report to work. Instead, they should do the following:	
<b>3.1.1. Self-isolate, alert their safety officers or other applicable authorities.</b>	N/A
<b>3.1.2. Contact proper health authorities for additional guidance.</b>	N/A
3.2. Employees/workers, who had the COVID-19 virus, should do the following before reporting to work:	
<b>3.2.1. Fulfill the adequate time for self-quarantining per government guidelines</b>	N/A
<b>3.2.2. Test negative for COVID-19.</b>	N/A
<b>3.2.3. Receive proper medical clearance, before reporting to work.</b>	N/A
3.3. In the event of a worker contracting COVID-19 while working, the management should do the	



following:

<b>3.3.1. Isolate the worker immediately in a separate well-ventilated holding area (or in site isolation room) in the workplace, away from other workers.</b>	N/A
<b>3.3.2. Contact local government and health authorities.</b>	N/A
<b>3.3.3. Gather records of all people who have worked with the infected worker, who tested positive within the past four weeks.</b>	N/A
<b>3.3.4. Gather information on those who have been in location or shared equipment with the person.</b>	N/A
<b>3.3.5. Provide COVID-19 testing to all workers, who have been working closely with the infected individual.</b>	N/A
<b>3.3.6. Be ready to present the information to the appropriate authorities.</b>	N/A
<b>3.3.7. Inform the wider workforce of the situation while protecting the privacy of the individual.</b>	N/A
<b>3.3.8. Clean and disinfect all site surfaces and equipment.</b>	N/A
<b>3.3.9. Follow any additional directions from local government and health authorities.</b>	N/A
<b>3.4. For senior personnel, who are working in multiple jobsites, they are expected to self-quarantine for at least 14 days, if there has been a breach in one of their jobsites.</b>	N/A
<b>3.5. The safety officer should have knowledge of the proximate hospitals or quarantine facilities to ensure that in the event of a COVID-19 incident, workers can be given proper healthcare.</b>	N/A

### III. Monitoring

85.71%

#### 1. Health Checks

<b>1.1. Regular monitoring of personnel's health, especially for COVID-19 symptoms (e.g., mandatory regular no contact temperature check).</b>	Compliant
<b>1.2. Day to day monitoring of personnel's health.</b>	Compliant
<b>2. Workers Hygiene</b>	Compliant
<b>2.1. Constant reminder on proper coughing etiquette.</b>	Compliant

<b>3. Limit number of Work Personnel</b>	Compliant
<b>3.1. Limited mobilization of personnel and minimized skeletal staff.</b>	Compliant

#### **IV. Proper Work Attire**

100%

<b>1. All workers must wear the following Personal Protective Equipment:</b>	Compliant
<b>1.1. Shirt with sleeves</b>	Compliant
<b>1.2. Pants</b>	Compliant
<b>1.3. Closed-toe boots</b>	Compliant
<b>1.4. Hard hat</b>	Compliant
<b>1.5. High visibility vest</b>	Compliant
<b>1.6. Other necessary PPE (i.e. face masks, gloves, goggles, face shields, etc.) shall be prescribed based on the specific characteristics of the project</b>	Compliant
<b>2. All workers are expected to wear proper face masks.</b>	Compliant

#### **V. Social Distancing and Precautionary Measures**

100%

<b>1. Social distancing should be observed at the construction site and in the office:</b>	Compliant
<b>1.1. All workers should respect social distancing guidelines, as much as possible.</b>	Compliant
<b>2. Provision for transport compliant with social distancing requirements.</b>	Compliant
<b>3. Provision of On-/Near-Site accommodations/barracks, where available.</b>	Compliant
<b>3.1. Enough space should be provided for every employee/worker staying in the barracks to ensure that social distancing (at least 50% reduction in density of people) are adequately implemented. This can be achieved either by providing additional space/facilities or by having occupants work (and sleep) in shifts.</b>	Compliant
<b>3.2. Segregate employees/workers who are coming back to work from those who are residing in the barracks</b>	Compliant

<b>3.3. Jobsite should have at least one (1) meter of physical distance from each occupant and/or provision of a physical barrier in between occupants.</b>	Compliant
<b>3.4. Should be well-ventilated / windows opened to allow fresh air circulation.</b>	Compliant
<b>4. Provision of dedicated point-to-point shuttle service (residence-workplace residence and compliant with social distancing).</b>	Compliant
<b>5. Observe social distancing (e.g., no sharing of workspaces, staggered lunch breaks, use of large conference rooms only) and hygiene measures (e.g., provide hand washing and disinfection stations, mandatory use of face masks) in workplaces, shuttles and accommodations.</b>	Compliant
<b>5.1. Split/alternating shifts are encouraged to avoid extensive intermingling.</b>	Compliant
<b>5.2. Breaks should be staggered to limit the number of people in proximity with each other.</b>	Compliant
<b>5.3. Individuals are expected to clean up their own areas after eating with proper disinfectants.</b>	Compliant
<b>5.4. Limit the number of people operating or occupying freight elevators.</b>	Compliant
<b>5.5. Designate smoking area:</b>	Compliant
<b>5.5.1. Smokers/vapers must use designated area or do so off-site and butts are to be placed in the designated receptacle. Hands must be washed before and after smoking.</b>	Compliant
<b>5.5.2. Stand so that smoke or vapor produced is not going into another person's breathing zone.</b>	Compliant
<b>5.6. Site meetings:</b>	Compliant
<b>5.6.1. Only absolutely necessary meeting participants should attend.</b>	Compliant
<b>5.6.2. Attendees should be one (1) meter apart from each other.</b>	Compliant
<b>5.6.3. Rooms should be well ventilated / windows opened to allow fresh air circulation.</b>	Compliant
<b>5.6.4. Hold meetings in open areas where possible.</b>	Compliant
<b>5.6.5. Conduct toolbox meetings in wide open spaces to enable</b>	Compliant

workers to keep the required physical distance of at least one (1) meter.

5.6.6. Meetings are to be held through teleconferencing or videoconferencing, where possible.

Compliant

## VI. Site Operations / Construction Work Site

100%

### 1. Access and Movement to/from Construction Site

Compliant

1.1. If possible, establish one-way staircases and walkways to minimize workers' contact.

Compliant

1.2. Management can look up possible decontamination chambers (e.g. swimming pool grade-chlorine).

Compliant

1.3. All people entering and exiting the workplace should be registered, for easier contact tracing in the event of an outbreak.

Compliant

1.4. All non-essential workers are prohibited from entering the jobsite.

Compliant

### 2. Limiting and Removing internal touch points areas.

Compliant

### 3. Compartmentalization

Compliant

3.1. If possible, divide the construction site into zones or other methods to keep workers physically separated. This will promote social distancing and will make containment of possible outbreak easier.

Compliant

3.1.1. Limit on the number of people per zone is advised.

Compliant

3.1.2. Management can consider reducing workforce in the jobsite.

Compliant

### 4. Construction Site Cleaning

Compliant

4.1. Regular disinfection of workplaces, shuttles, and accommodations.

Compliant

4.2. All offices and jobsites should disinfect the following at least twice per day:

Compliant

4.2.1. Door handles

Compliant

4.2.2. Railings

Compliant

4.2.3. Ladders

Compliant

<b>4.2.4. Switches</b>	Compliant
<b>4.2.5. Controls</b>	Compliant
<b>4.2.6. Shared equipment</b>	Compliant
<b>4.2.7. Common and eating areas</b>	Compliant
<b>4.2.8. Personal workstations</b>	Compliant
<b>4.3. Hands and common tools/equipment are cleaned or disinfected after each task.</b>	Compliant
<b>4.4. Awareness on location of commonly used items</b>	Compliant
<b>5. All offices and jobsites should implement additional cleaning measures of common areas as recommended by the government health authorities</b>	Compliant
<b>6. Management can look up possible decontamination chambers (e.g. chlorine, iodine, betadine, potassium persulfate).</b>	Compliant
<b>6.1. Demisting only decontaminates the surface, thus the need for PPEs.</b>	Compliant
<b>6.2. Suggested additional sanitary measures to be implemented/installed on site but are not limited to the following:</b>	Compliant
<b>6.2.1. Water stations</b>	Compliant
<b>6.2.2. Proper handwashing areas and hand washing protocol.</b>	Compliant
<b>6.2.3. Alcohol-based hand sanitizer shall be provided in all department areas, entrances, canteens, beside hand punch machines and other facilities.</b>	Compliant
<b>6.2.4. Disinfectant wiping products.</b>	Compliant
<b>6.2.5. Footwear disinfection treatment units (foot baths) before entering site premises or facilities (staff houses, barracks, canteens/mess halls, site offices and others).</b>	Compliant
<b>7. Limit and remove internal touch point areas (e.g. coffee machines, water fountains, common pens). If possible, also remove doors/ door handles for jobsites.</b>	Compliant
<b>8. A proper waste and disposal area must be provided, as well as proper disposal of contaminated products.</b>	Compliant

## VII. Additional Guidelines for Vertical and Horizontal Projects

100%

**1. If possible, all construction workers are to be housed in either on-site barracks, or off-site barracks. This would make monitoring of workers' activities easier.**

Compliant

**1.1. All workers must use the same vehicles they came into work in, if returning to the off-site barracks.**

Compliant

**1.2. All vehicles would need to be disinfected, before being ready for use the next day.**

Compliant

**2. Management can also look into using the floors of buildings, as barracks, with proper permission of the owners.**

Compliant

## Machinery

100%

## Machinery

100%

**1. All equipment deliveries must be carefully planned, monitored and managed to avoid the risk of COVID-19 transmission.**

Compliant

**2. All delivered equipment must be cleaned and disinfected before use.**

Compliant

**3. Assign regular worker to use the equipment, if possible. If sharing cannot be prevented, take precautions and follow the cleaning guide before and after each use.**

Compliant

**4. Clean equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.**

Compliant

5. If equipment needs to be transferred to other construction sites, the following action must be taken into considerations:

**5.1. Plan, monitor and manage the transfer of equipment.**

Compliant

**5.2. Equipment should be disinfected before transporting.**

Compliant

**5.3. Transporting driver must be recorded including the assistant.**

Compliant

**5.4. At the delivery site, equipment should be properly endorsed.**

Compliant

**5.5. Once the equipment is received at the project site, number 2, 3 and 4 must be done.**

Compliant

## Completion

## Additional Notes

None

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## Sign Off



Caleb Butler  
23.05.2023 14:31 PST

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## Media summary



Photo 1



Photo 2