



Purpose:

This SOP provides a comprehensive list of required documents, permits, signage, and equipment that must be prepared and available **prior to project startup**.

Procedure:

- 1) Planning
 - A) Upon receiving a project from pre-construction, the operations team must immediately begin planning.
 - B) Ensure all listed documents, permits, and equipment are ready and available on Day 1 of project start.
- 2) Permits & Inspection Forms
 - A) Building Permit
 - i. Must be provided and displayed per local jurisdiction requirements.
 - B) Dig permits (*Insert link*)
 - C) Hot Work Permits (*Insert link*)
 - D) Electrical Hot Work Permits (*Insert link*)
 - E) Trench & Excavation Inspection Log (*Insert link*)
 - F) OSHA Posters
 - i. Contact HR for latest OSHA posters required to be displayed.
- 3) Documents
 - A) **Emergency Action Plan (EAP)**
 - i. Follow Crain Safety Manual guidelines.
 - ii. Print on 11x17 paper and display in visible areas.
 - B) **Evacuation Map**
 - i. Include primary and secondary rally points.
 - ii. Update as project progresses.
 - C) **Emergency Phone/Contact List** (*Insert link*)
 - D) **Emergency Quick Card** (*Insert link*)
 - E) **Site-Specific Safety Board**
 - i. Contact HR to purchase Orientation Board.
 - ii. Post in a designated area with the following documents:
 - (1) Site Logistics Map
 - (2) Emergency Action Plan
 - (3) Emergency Egress Map
 - (4) Crain Safety Orientation QR Code
 - (5) Emergency Quick Cards
 - (6) Daily Work Permits (Hot Work, Electrical Hot Work, Dig)
- 4) Signage



- A) Safety Signage
 - i. Refer to Crain SOPs for guidance.
- B) Job Signage
 - i. Refer to Crain SOPs for guidance.
- 5) Equipment
 - A) Visitor PPE
 - i. Stock vests, hard hats, and safety glasses based on expected visitor count.
 - B) First Aid Kit
 - i. Minimum 25-person kit; inventory and refill as needed.
 - C) Fire Extinguishers
 - i. At least one 10 lb extinguisher, inspected and tagged; plan for additional units as work progresses.
 - D) Toilets & Handwash Stations
 - i. Provide per OSHA guidelines:
 - ii. 1 toilet per 10 workers (clean weekly) OR
 - iii. 1 toilet per 20 workers (clean twice weekly).
 - E) SWPPP / Permit Box
 - i. Ensure accessibility per local jurisdiction requirements.