



DAILY REPORT

PROJECT:	_____	DATE:	_____
CONTRACTOR:	_____	TRADE(S):	_____
# OF EMPLOYEES	_____	FOREMEN	_____
		JOURNEYMEN	_____
		APPRENTICE	_____

DAILY HUDDLE	SEE REVERSE SIDE FOR DAILY HUDDLE TOPICS	
LIST SAFETY/ QUALITY POINTS DISCUSSED IN THIS MORNING'S DAILY HUDDLE		

TIER SUBS	LIST ALL TIER SUBS THAT WORKED ON SITE TODAY AND ATTACH THEIR DAILY REPORT	

EMPLOYEE NAME	ORIENTATION COMPLETE	LOCATION(S) WORKED	DESCRIPTION OF WORK	*INITIAL
*COMPETENT PERSON				
1	☐			
2	☐			
3	☐			
4	☐			
5	☐			
6	☐			
7	☐			
8	☐			
9	☐			
10	☐			
11	☐			
12	☐			
13	☐			
14	☐			
15	☐			

***By initialing, you confirm attendance at the Daily Huddle; you have no safety concerns to report and no incidents to report.**

INCIDENTS	
Today was incident free - there were no incidents reported by any of your crew/ tier contractors.	☐ YES ☐ NO
If No - Power Supervision was notified of the incident and appropriate documentation was completed.	☐ YES

In accordance with subcontract agreement, each subcontractor shall designate a competent person with a current OSHA 10/30 hour card within 3 years.
(Subcontractor Site Safety Requirements & Procedures)