

Job Site Visit Checklist

- **Contact Educator**

- Describe site visit location and how it relates to class
- Arrange date and time
- Address any dress code requirements (e.g., sturdy shoes, winter gear, etc.)
- Verify educator is to arrange for permission slips and transportation to and from site
- Establish students and ages

- **Safety Considerations**

- Make available necessary PPE for each participant
- Day of site, ensure site is safe and ready for walk-through with good housekeeping
- Meet with work crew on-site and brief them on the visit and to be extra diligent to use caution with students on-site

- **Draft Plan**

- Highlight areas of interest that fit into course of studies
- Potential items to cover:
 - Importance of safety and any extra cautions for particular tasks or job site
 - Interview field personnel about the 'journey' into construction and what they love about the industry
 - Demonstrate methods of specific tasks on the job (wall assembly, rolling trusses, concrete pour, etc.)
 - Review a page or two of the project drawings and explain how certain items are interpreted in the field
 - Highlight the project schedule and show critical paths and discuss repercussions of not meeting milestones

- **Execute Job Walk-Through**

- Verify attendance, get head count, and ensure proper PPE is assigned and worn
- Conduct safety briefing, identify hazards, discuss emergency procedures, and provide the location of first aid kits and fire extinguishers
- Review work to be performed that day
- Encourage questions
- Engage with field personnel in the walk-thru
- Muster after walk-through and discuss what they learned, what was of interest and spurred excitement, and answer any remaining questions

