



Leadership Onsite Review

CF-S-67

Name:		Position:	
Business Unit Reviewed:		Client:	
Worksite/ Project Site:		Date:	
Brief Description of Work:			
Tour Participants:			
Conversation Items for Site/BU Review	Applicable		Comments / Feedback
	Yes	No	
1. Strike Branding and Signage Was there adequate signage to get to the site? Was it obvious that you were on a Strike Worksite or at a Strike Business Unit? Are the buildings in good repair and sites/ yards clean? Is there a "Why Strike Works Safe Board"? Are supervisors wearing Strike hard hats and coveralls? Are workers?	☐	☐	
2. Engage New Strike Worker in a Discussion Ask, "How long have you been with Strike? Have you completed a new hire orientation? Who is your mentor? What training have you received?"	☐	☐	
3. Competency Based Training While observing a worker completing a task, or operating a piece of equipment ask the worker, "Have you been trained in this task or on this equipment?" Ask a worker that is using equipment or a tool, "Did you inspect this before using? Show me how?"	☐	☐	
4. Participate in a Tailgate or Toolbox Safety Meeting Ask yourself, "is the scope of work clear?" Is everyone engaged in the discussion and participating? Take opportunity to speak at this meeting. Speak with foreman/supervisor give feedback.	☐	☐	
5. Safe Work Practice (SWP)/ Safe Job Procedure (SJP) Review Ask the worker, "Have you reviewed a practice or procedure prior to executing a task before? Do you know where to find the Safe Work Manual?"	☐	☐	
6. Evaluate a Task Hazard Assessment (HIAC) Does the THA reflect the scope of work? Are the identified hazards specific and clear? Are they controlled adequately? Has supervision reviewed and signed off the THA?	☐	☐	
7. Safety Meetings Is there evidence of regular, meaningful safety meetings? Are they led by the Superintendent or PM? What was presented/discussed at the two most recent meetings?	☐	☐	
8. Safety Observations Ask the worker, "Have you been involved in an observation discussion?" Complete two or more observations in the field with the work group.	☐	☐	
9. Emergency Response Plan Ask the worker, "Is there an ERP at this location? Where is the Muster Point? Have any practice drills been completed?"	☐	☐	
10. Safety Culture/Continuous Improvement Talk to the crew and site supervision about what they feel can be done differently to improve safety culture, performance, morale, employee engagement.	☐	☐	
11. Review a Recent Incident Ask the senior manager, 5 W's? (Who, What, Where, When, Why) Was it managed and investigated appropriately? Are the corrective actions adequate to prevent reoccurrence?	☐	☐	



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12. Worksite Inspections <i>(Review the most recent Worksite Inspection)</i> Was the right mix of leaders and workers used for the inspection team? Are workers involved in inspections? Are inspection results posted/communicated?	☐	☐	
13. Subcontractor Management Are subcontractors on site Strike approved? Are they participating in Strike's SOC program? Are they included in Strike's equipment, vehicle inspections?	☐	☐	
14. Equipment Audit/Inspection • General visible shape of equipment, starting with the cab (tells a story) • Review prestart with operator and discuss items of concern if any • Confirm last service • Visual inspection of the undercarriage/mud packed roller check	☐	☐	
15. Fleet - National Safety Code (NSC) Select 1-2 trucks/drivers for review. • Was the pre-trip inspection completed for today? • Is the log book filled out for last 14 days? • Has the driver had the Strike NSC training? • Are the required documents in the truck - registration, insurance, safety fitness certificate, crane inspection (if applicable)? • Ask driver "When you turn in your logs to the BU, who reviews/files them?"	☐	☐	
16. HR • Has BU/site leader used progressive discipline policy recently or on this job? • Are other HR processes being followed? • Do leaders have any employee relations issues or concerns? • Has BU/site leadership recognized employees for exceptional performance?	☐	☐	
17. Finance/Reporting • Do leaders review time tickets to ensure they are accurate and complete? • Do the administrators run, review and confirm the Payroll Hours Report after hourly and ISP time entry has been completed? • Do leaders run and review the Committed Cost Report on a monthly basis? • Can leader provide a recent Project Progress Report for this project?	☐	☐	
18. QA/QC • Project Kickoff Meeting Held? Were project specifications reviewed, discussed and documented? • Project Audits - Have Client and Strike Internal audits taken place? Are there any outstanding project NCR's or CAR's? • Progressive Inspections & Reporting - Are all Quality progressive inspections and reporting current, including client feedback and signatures?	☐	☐	
19. On-Site Management and Supervision How is the project staffed? Are Strike's reporting requirements being met? Are other key deliverables being met? Is there evidence that the project is well managed (cleanliness, planning, coordination, meetings, reports, etc.)?	☐	☐	
20. Meet with Client Representatives How is the relationship between Strike and Client on-site management? What feedback (positive / constructive) does the Client have? If follow-up is required, who is responsible and what actions are required?	☐	☐	
21. Review Findings/ Observations with the Site Leadership Team Was specific constructive feedback given where required? Were site leaders commended for work well done? Did team agree to action items if needed?	☐	☐	
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