

# Construction Standard Operating Procedure

Department: Construction Operations

Version: [1.0]

Document ID: [SOP-DEPT-###]

Effective Date: [MM/DD/YYYY]

## 1. Purpose

This Standard Operating Procedure establishes guidelines and protocols for construction operations to ensure safety, quality, and compliance with applicable regulations, building codes, and industry standards.

## 2. Scope

This procedure applies to all construction personnel, subcontractors, and site visitors involved in construction activities at designated project sites.

This procedure applies to:

- All construction site personnel and employees
- Subcontractors and their employees
- Site visitors and inspectors
- Delivery personnel while on site

Exclusions:

[Describe any activities, processes, or personnel NOT covered by this SOP]

## 3. Definitions

The following terms have specific meanings within this procedure. Defined terms are capitalized when used throughout this document.

Term	Definition
Competent Person	Individual capable of identifying hazards and authorized to take corrective action
Hot Work	Operations involving open flames, welding, cutting, or heat-producing activities

Lockout/Tagout	Procedures for isolating energy sources during maintenance or repair
PPE	Personal Protective Equipment required for worker safety
Safety Officer	Designated individual responsible for site safety compliance
Toolbox Talk	Brief safety meeting held before work begins

#### 4. Responsibilities

The following roles and positions have specific responsibilities for this procedure:

Role/Position	Responsibilities
[Project Manager]	Will oversee project execution and ensure compliance with all safety and quality requirements
[Site Supervisor]	Will manage daily operations, conduct safety briefings, and enforce site rules
[Safety Officer]	Will conduct safety inspections, investigate incidents, and maintain safety documentation
[Foreman/Crew Lead]	Will direct work crews and ensure proper work procedures are followed
[All Workers]	Will follow safety procedures, use required PPE, and report hazards immediately
[Subcontractors]	Will comply with all site safety requirements and coordinate activities with site management

#### 5. General Procedures

##### 5.1 Site Access and Security

1. All personnel must sign in at the site entrance and obtain a visitor badge if applicable
2. Present valid identification and current safety certifications (OSHA 10/30, etc.)
3. Complete site-specific orientation before beginning work (first-time visitors)

4. Visitors must be accompanied by authorized personnel at all times
5. All vehicles must display valid site access permits and park in designated areas
6. Sign out when leaving the site; return visitor badges to the site office

## 5.2 Personal Protective Equipment (PPE)

The following PPE is mandatory for all personnel on site:

- ☐ Hard hat - worn at all times in active construction areas
- ☐ Safety vest (high-visibility) - worn at all times
- ☐ Steel-toed boots - required footwear
- ☐ Safety glasses - worn during all work activities
- ☐ Hearing protection - worn in high-noise areas (>85 dB)
- ☐ Gloves - appropriate for task being performed

Additional PPE required for specific activities:

- Fall protection harness - for work at heights above 6 feet
- Respiratory protection - for dusty or hazardous atmosphere work
- Face shield - for grinding, cutting, or welding operations
- Chemical-resistant gloves/clothing - for handling hazardous materials

## 5.3 Tool and Material Handling

1. Inspect all tools and equipment before use; tag defective items and remove from service
2. Use tools only for their intended purpose
3. Store materials in designated areas; maintain clear walkways and emergency exits
4. Follow proper lifting techniques: bend at knees, keep back straight, lift with legs
5. Use mechanical aids (carts, hoists, forklifts) for heavy materials
6. Secure all loose materials and cover open containers at end of work day
7. Return tools to designated storage areas after use

## 6. Weather Delay Protocol

The following matrix defines work restrictions based on weather conditions. The Site Supervisor has authority to halt work when conditions create safety hazards.

	Concrete Work	Roofing	Excavation	Crane Operations	Electrical
Rain/Snow	Suspend	Suspend	Monitor*	Suspend	Suspend

<b>High Winds (&gt;25 mph)</b>	Suspend	Suspend	Continue	Suspend	Continue
<b>Extreme Heat (&gt;95°F)</b>	Modify**	Suspend	Modify**	Modify	Modify**
<b>Lightning (within 10 mi)</b>	Suspend	Suspend	Suspend	Suspend	Suspend
<b>Ice/Freezing</b>	Suspend	Suspend	Suspend	Suspend	Suspend

*Note: \* Monitor = Continue with appropriate precautions (e.g., drainage measures)*

*\*\* Modify = Implement heat illness prevention plan (hydration, rest breaks, shade)*

#### Weather Delay Documentation:

1. Document weather conditions causing the delay (time, conditions, measurements)
2. Notify Project Manager and affected subcontractors immediately
3. Complete Weather Delay Report form within 24 hours
4. Update project schedule and communicate revised timeline to stakeholders

#### 7. Subcontractor Coordination Checklist

Complete the following checklist before any subcontractor begins work on site:

<b>Item</b>	<b>Completed</b>	<b>Notes</b>
Valid Certificate of Insurance on file (general liability, workers' comp)	<input type="checkbox"/>	
Safety certifications verified (OSHA cards, competent person designations)	<input type="checkbox"/>	
Scope of work document reviewed and signed by both parties	<input type="checkbox"/>	
Site-specific safety orientation completed for all subcontractor personnel	<input type="checkbox"/>	

Emergency contact information collected and posted	<input type="checkbox"/>	
Work schedule coordinated with other trades to prevent conflicts	<input type="checkbox"/>	
Material delivery schedule confirmed and staging area assigned	<input type="checkbox"/>	
Required PPE and safety equipment verified available	<input type="checkbox"/>	
Hot work permits obtained if applicable	<input type="checkbox"/>	
Utility locate completed if excavation required	<input type="checkbox"/>	

## 8. Daily Safety Briefing Log

A safety briefing (Toolbox Talk) must be conducted before work begins each day. Record all briefings using this log:

Date	Time	Topics Covered	Attendee Count	Conducted By	Signature

Suggested Toolbox Talk topics:

- Day's work activities and associated hazards
- Weather considerations and precautions

- Equipment and tools to be used
- Coordination with other trades on site
- Emergency procedures reminder
- Recent incidents or near-misses (lessons learned)

## 9. Equipment Inspection and Maintenance

All construction equipment must be inspected and maintained according to the following schedule. Equipment failing inspection must be tagged out of service until repaired.

Equipment Type	Inspection Frequency	Last Inspection	Next Due	Inspector	Status
Cranes/Hoists	Daily pre-use + Annual certified	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Excavators/ Loaders	Daily pre-use + Weekly documented	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Scaffolding	Before each use by Competent Person	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Ladders	Before each use	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Power Tools	Before each use + Weekly documented	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Fall Protection	Before each use + Annual inspection	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Fire Extinguishers	Monthly visual + Annual certified	[MM/DD/YY]	[MM/DD/YY]		<input type="checkbox"/> Pass <input type="checkbox"/> Fail

## 10. Emergency and Exception Procedures

### 10.1 Emergency Response

In case of emergency, follow the procedures below. Safety of personnel takes priority over all other considerations.

1. Ensure immediate safety of all personnel in the area
2. Contact emergency services if required (911 or local emergency number)
3. Notify supervisor/manager immediately
4. Follow facility emergency evacuation procedures if applicable
5. Document the incident using the Incident Report form

### 10.2 Exception Handling

When standard procedures cannot be followed due to unusual circumstances:

1. Assess the situation and identify the specific deviation required
2. Obtain verbal approval from [Supervisor/Manager] before proceeding
3. Document the exception, including justification and approver
4. Complete the Exception Request Form within 24 hours
5. Submit for formal review during the next scheduled procedure review

**WARNING: Exceptions should only be made when necessary and must be properly documented. Repeated exceptions may indicate the need for procedure revision.**

## 11. Related Information

The following documents and references relate to this procedure:

Category	Reference
Related Policies	Safety and Health Policy, Environmental Protection Policy, Quality Management Policy
Related SOPs/Procedures	SOP-CON-002 Excavation Safety, SOP-CON-003 Fall Protection, SOP-CON-004 Hot Work Permit
Related Forms	Daily Safety Briefing Form, Incident Report Form, Equipment Inspection Checklist, Weather Delay Report
External References	OSHA 29 CFR 1926 Construction Standards, Local Building Codes, EPA Stormwater Regulations

## 12. Document Control

<b>SOP Owner</b>	[Construction Manager / Safety Director]
<b>Approved By</b>	[Vice President of Operations]
<b>Contact Email</b>	[safety@constructionco.com]
<b>Contact Phone</b>	[(XXX) XXX-XXXX]
<b>Review Schedule</b>	Annual or upon regulatory changes, significant incidents, or project type changes

## 13. Revision History

Document all revisions to maintain a complete audit trail:

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.0	[MM/DD/YYYY]	Initial release

## 14. Authorization and Approval

<b>Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
	Prepared By		
	Reviewed By		
	Approved By		

## 15. Documentation of Training

I have read and understand the content of this Standard Operating Procedure. I have received training specific to the procedures, hazards, and emergency protocols described herein.

*Note: All personnel who will perform tasks covered by this SOP must sign below prior to conducting any work. Additional signature pages may be attached as needed.*

<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
[Manager/Supervisor]		

## **DISCLAIMER**

*This Standard Operating Procedure template is provided by LawAgreements.com for general informational and organizational purposes only. It does not constitute legal, professional, or compliance advice.*

*Organizations should customize this template to reflect their specific operational requirements, industry regulations, and applicable laws. LawAgreements.com recommends consulting with qualified legal, safety, or industry professionals before implementing any procedures in regulated environments.*

*By using this template, you acknowledge that LawAgreements.com is not liable for any outcomes resulting from its use or modification.*