



# **JOBSITE ALERTNESS & SITUATIONAL AWARENESS PLAN**

**Company:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Superintendent/Foreman:** \_\_\_\_\_

**Competent Person(s):** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

## **1. PURPOSE**

The purpose of this plan is to prevent injuries, fatalities, property damage, utility strikes, and other incidents resulting from complacency, fatigue, distraction, loss of situational awareness, and failure to recognize changing jobsite conditions.

Road construction is often repetitive work. Employees may perform the same tasks, work in the same area, and operate around the same equipment for extended periods. Familiarity with the work can cause employees to become less aware of hazards.

The company recognizes that **complacency can occur even among experienced and safety-conscious employees**. Therefore, this program relies on multiple layers of protection, including employee awareness, coworker intervention, safety meetings, breaks, hydration, spotters, and active supervision.

The objective is not simply to tell employees to "pay attention." The objective is to establish a work environment where employees and supervisors actively work to maintain awareness throughout the workday.

## **2. PROJECT-SPECIFIC HAZARDS**

Before work begins, the project supervisor shall identify areas where loss of concentration or situational awareness could result in serious injury.

### **Hazards identified on this project include:**

- ☐ Live traffic
- ☐ Moving construction equipment
- ☐ Backing equipment
- ☐ Workers on foot around equipment
- ☐ Excavation and trenching
- ☐ Underground utilities
- ☐ Lifting operations
- ☐ Confined or congested work areas
- ☐ Limited visibility
- ☐ Night work
- ☐ High temperatures/heat exposure
- ☐ Extended work shifts
- ☐ Repetitive operations
- ☐ Other: \_\_\_\_\_

### **High-Attention Operations**

The following activities on this project require heightened awareness and may require the use of a dedicated spotter:

## **3. EMPLOYEE RESPONSIBILITIES**

All employees are responsible for maintaining awareness of their surroundings and recognizing changing conditions.

Employees shall:

- Remain alert to people, equipment, traffic, utilities, and other hazards around them.
- Avoid becoming so focused on one task that surrounding hazards are ignored.
- Stop and reassess when conditions change.
- Report fatigue, distraction, or other conditions that could affect their ability to work safely.
- Take appropriate breaks and maintain hydration.
- Follow established communication procedures.
- Use designated spotters when required or appropriate.
- Warn coworkers when they observe an unsafe condition.
- Stop work when necessary to address an immediate safety concern.

Employees are encouraged to respectfully intervene when they believe a coworker may be unaware of a hazard.

**Looking out for a coworker is a safety responsibility—not an interference with another employee's work.**

## **4. WEEKLY SAFETY MEETING**

The company shall conduct a weekly safety meeting or safety discussion to reinforce employee awareness and prepare the crew for upcoming work activities and changing jobsite conditions.

Thursday is recommended for the weekly safety meeting because incidents may be more likely later in the workweek as fatigue, end-of-week distractions, schedule pressure, and repetitive operations can affect attention. The meeting may be held on another day when appropriate for the project or work schedule.

The weekly safety discussion should address:

- Upcoming high-hazard activities.
- Traffic and equipment exposure.
- Employee fatigue.
- Maintaining situational awareness.
- Avoiding the "just get it done" mentality.
- Upcoming changes in work activities.
- The use of spotters.
- The importance of coworker intervention.
- Weather and hydration concerns.
- Any incidents, near misses, or observations from the week.

**Weekly Safety Discussion Leader:**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Topic(s) Discussed:

\_\_\_\_\_

Employees attending:

\_\_\_\_\_

\_\_\_\_\_

## 5. PRE-HOLIDAY ALERTNESS

The company shall recognize the **week preceding a major holiday as a period requiring additional vigilance.**

Employees may become distracted by upcoming travel, family activities, time off, or the desire to complete work before the holiday.

During the week before a holiday, supervisors shall reinforce:

- Maintaining focus through the end of the workday.
- Avoiding rushing to complete work.
- Maintaining traffic and equipment controls.
- Taking appropriate breaks.
- Staying hydrated.
- Watching out for coworkers.
- Following established procedures even when under schedule pressure.
- Stopping work when conditions become unsafe.

Production deadlines, project schedules, and upcoming holidays shall never take priority over safe work practices.

**The objective is to finish the workweek and the holiday period with every employee going home safely.**

## 6. BREAKS AND MENTAL RESET

Employees performing physically or mentally demanding work may experience reduced concentration over time.

Breaks shall be used as an opportunity to:

- Recover physically.
- Rehydrate.
- Reset mentally.
- Assess fatigue.
- Regain situational awareness.

Employees shall not be discouraged from taking an appropriate break when fatigue or loss of concentration creates a safety concern.

Supervisors shall consider the physical and mental demands of the work, weather conditions, work duration, and employee fatigue when determining whether additional breaks or work rotation are appropriate.

## 7. HYDRATION AND SITUATIONAL AWARENESS

Employees shall have reasonable access to potable drinking water and shall be encouraged to hydrate throughout the workday.

Dehydration can contribute to fatigue, reduced concentration, slower reaction times, and tunnel vision.

**Tunnel vision can cause an employee to concentrate on one task while failing to recognize hazards developing around them.**

Employees shall:

- Drink water regularly.
- Avoid waiting until they are extremely thirsty to hydrate.
- Increase hydration during hot weather and strenuous work.
- Report signs of heat stress or dehydration.
- Encourage coworkers to hydrate when necessary.

Supervisors shall monitor employees for signs that heat, dehydration, or fatigue may be affecting their ability to safely perform their work.

Employees shall periodically stop and assess their entire work environment rather than focusing exclusively on the task immediately in front of them.

Workers should routinely ask:

## **"What is happening around me?"**

Employees should look for:

- Moving equipment.
- Approaching traffic.
- Other workers.
- Changing excavation conditions.
- Utility locations.
- Changes in weather.
- Changes in work sequencing.
- New hazards introduced by another operation.

When an employee must devote nearly 100% of their attention to a specific task, additional controls such as a spotter shall be considered.

## **8. SPOTTER RECOMMENDATIONS**

A dedicated spotter should be considered when the work requires an employee or equipment operator to concentrate heavily on a specific hazard or task and cannot reasonably maintain complete awareness of the surrounding work area. A spotter shall be used whenever required by an applicable rule, procedure, hazard assessment, or project-specific requirement.

Examples include:

- Backing operations.
- Equipment operating near workers on foot.
- Equipment operating in congested areas.
- Work with restricted visibility.
- Operations near traffic.
- Lifting operations.
- Work where employees must concentrate on a specific hazard.
- Other operations identified by the competent person or supervisor.

### **When a spotter is used:**

The spotter should:

1. Understand the operation before work begins.
2. Establish clear communication with the operator or worker.
3. Remain in a safe location.
4. Maintain awareness of the surrounding work area.
5. Avoid distractions.
6. Use agreed-upon hand signals or communication methods.

7. Stop the operation if communication is lost or an unsafe condition develops.

A spotter should not be assigned additional duties that prevent the spotter from maintaining the necessary level of awareness.

**Project-specific spotter locations/operations:**

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## 9. COWORKER INTERVENTION

Employees are expected to look out for one another.

A worker should intervene when they observe a coworker who appears to be:

- Distracted.
- Fatigued.
- Rushing.
- Unaware of equipment.
- Standing in an unsafe location.
- Walking into a hazardous area.
- Focused on one task while ignoring surrounding hazards.
- Failing to recognize changing conditions.

Employees may use simple communications such as:

**"Stop for a second."**

**"Watch your surroundings."**

**"You good?"**

**"Let's take a break."**

**"We need a spotter here."**

**"Let's stop and reassess."**

Employees shall not be disciplined for making a good-faith safety intervention.

## 10. STOP AND RESET

Any employee may stop work when they believe complacency, fatigue, distraction, or changing conditions have created an unsafe situation.

When work is stopped, employees shall:

1. Stop the operation.
2. Move to a safe position when necessary.
3. Identify the hazard.
4. Communicate the concern to the supervisor or crew.
5. Determine whether additional controls are necessary.
6. Resume work only after the hazard has been addressed.

No production goal is more important than maintaining employee safety.

## **11. SUPERVISOR / COMPETENT PERSON RESPONSIBILITIES**

The supervisor and/or competent person shall actively monitor employees for signs of complacency, fatigue, distraction, or loss of situational awareness and shall consider employee awareness when evaluating work activities under their control.

The supervisor/competent person shall:

- Conduct required safety meetings.
- Include an alertness and situational-awareness discussion during weekly safety meetings.
- Increase vigilance during the week before holidays.
- Monitor employees for fatigue and heat-related concerns.
- Encourage hydration.
- Provide appropriate opportunities for breaks.
- Identify high-attention operations.
- Require spotters when appropriate.
- Encourage coworker intervention.
- Address unsafe behavior immediately.
- Stop work when necessary.
- Lead by example.

Supervisors shall recognize that experienced employees are not immune to complacency.

- Identify operations where workers have limited visibility.
- Identify operations where equipment is operating near employees.
- Evaluate traffic-related hazards and changing jobsite conditions.
- Recognize work requiring intense concentration or multiple simultaneous operations.

- Determine when additional personnel or spotters are appropriate or required.
- Exercise authority to stop work when necessary to address an unsafe condition.

## 12. DAILY ALERTNESS CHECK

The supervisor or foreman should consider the following before beginning high-hazard work:

**Are employees physically capable of performing the task?**

**Are employees adequately hydrated?**

**Are employees alert and aware of their surroundings?**

**Has anything changed since the last shift?**

**Does anyone appear distracted or fatigued?**

**Does this operation require a dedicated spotter?**

**Does the entire crew understand today's high-hazard activities?**

**Does anyone see a hazard we have not addressed?**

## 13. DOCUMENTATION

The company may document implementation of this program through:

- Daily pre-task meetings.
- Job Hazard Analyses (JHAs).
- Job Safety Analyses (JSAs).
- Weekly safety meetings.
- Toolbox talks.
- Attendance sheets.
- Supervisor observations.
- Near-miss reports.
- Safety inspections.
- Corrective-action documentation.

**Project-specific documentation requirements:**

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# 14. EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have been informed of the company's Jobsite Alertness & Situational Awareness Plan. I understand that maintaining awareness is a shared responsibility and that I am expected to look out for myself and my coworkers.

I understand that I have the responsibility and authority to report hazards, request assistance, take appropriate breaks, and stop work when necessary to address an unsafe condition.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **DON'T LET FAMILIARITY BECOME COMPLACENCY.**

Road work changes constantly. Traffic changes. Equipment moves. Utilities are encountered. Weather changes. Crews change.

**Stay alert. Look around. Take a break when you need to reset. Stay hydrated. Use a spotter when required or when the work demands focused attention. And most importantly, look out for the person working next to you.**

**The goal isn't just to get the job done.**

**The goal is to get everyone home.**