

IF YOUR CONSTRUCTION SITE MUST BE SHUT DOWN FOR A LONG PERIOD OF TIME, BE SURE TO FOLLOW THESE TIPS TO ENSURE ITS SAFETY AND SECURITY WHILE WORKERS ARE AWAY.



1. **Do a formal risk assessment.** Identify all the potential risks at the jobsite. In the listing, determine an individual who is responsible for each one. Responsibilities should include maintenance, check-ins and procedures if something goes wrong.



2. **Identify security protocols and access points.** Make sure the jobsite has security cameras or personnel to monitor access points. Additionally, make sure entrances and exits are securely locked. If possible, put up netting or hide valuable items (i.e. equipment and supplies) out of sight.



3. **Remove items, if possible.** If items and equipment can be stored in a warehouse or garage, move them to the secure location. The less items visible on the jobsite, the better.



4. **Safely store keys and fuel.** For equipment that must stay on the jobsite, take all keys to an offsite location. Also, secure fuel caps and remove additional fuel supplies from the jobsite.



5. **Backfill excavations.** Either backfill any open excavations or cover the area.



6. **Break down or close off scaffolding.** Block entry points and if possible, completely break down scaffolding.



7. **Monitor weather regularly.** Check the local forecast daily and make necessary changes to storage based on the upcoming forecast.



8. **Document all jobsite-related tasks.** Keep a working document that shows the layout of the jobsite, changes to storage and emergency procedures for break-ins or trespassing.