

Stand-Down Preparation Checklist

- Designate an Organizer**
 - Identify a lead for each worksite if there are multiple
 - Send them this checklist

- Prepare the Presentation**
 - Review your current fall protection program
 - Cover information that best fits your worksite and employees
 - Cover all potential fall hazards, protective methods, company safety policies, and goals and expectations
 - Cover proper use and inspection of all the equipment your employees use
 - Include hands-on exercises of these policies
 - OSHA has great resources available with graphics to utilize in your training
www.osha.gov/stop-falls/educational-resources
 - Consider cross-referencing your fall protection program with OSHA's educational resources

- Get the Word Out**
 - Let your employees know exactly when and where your stand-down will take place
 - Consider inviting other parties associated with the project that are not directly employed by your company
 - Increase engagement by providing snacks for participating

- Present the Stand-Down**
 - Set a positive tone, allowing employees to talk about their experiences
 - Ask employees to mention any hazards or near-misses they have experienced
 - Consider updating your fall prevention program if new concerns arise that need to be addressed
 - This program should be revisited on a yearly basis