SITE SURVEY REPORT

Safety Meeting Record and Sign-in Sheet

Prepared for	Cholla Park Health System
Date	14 Oct 2026
Site	Cholla Park Medical Center, East Tower expansion, Phoenix AZ
Prepared by	T. Whitaker

FORM

Safety Meeting Record and Sign-in Sheet

1. Meeting details

Project	Cholla Park Medical Center, East Tower expansion, Phoenix AZ: weekly safety meeting (completed example)
Site address	Cholla Park Medical Center, 2750 E Mesquite Bend Road, Phoenix, AZ 85040
Client or owner	Cholla Park Health System
Location (GPS)	33.4012, -112.0261
Meeting date	14 Oct 2026
Recorded by	T. Whitaker
Meeting	Weekly site safety meeting
Meeting number	23
Start time	06:15
Length of the meeting (minutes)	25
Where it was held	Shade structure by the site office, north laydown yard
Chaired by	R. Delgado
Chair role and company	Superintendent, Sonoran Ridge Builders (general contractor)
Rules that apply	US: OSHA 29 CFR 1926
Date of the previous safety meeting	7 Oct 2026
Crews or trades the meeting was for	All trades on site: foremen and crews

This is a record of a site safety meeting: what was covered, what was raised and who attended. The sign-in shows attendance only. It does not prove that anyone is trained or competent, and it does not replace task briefings, inductions or training records.

US (OSHA). 29 CFR 1926.21(b)(2) requires the employer to instruct each employee in recognizing and avoiding unsafe conditions and the regulations that apply to their work environment. 29 CFR 1926.20(b) requires accident prevention programs with frequent and regular inspections by competent persons. These sections do not set how often to hold a safety meeting: that comes from your safety program, contract or state plan.

2. Topics covered

Topics covered	Falls and work at height, Struck-by: plant, vehicles and deliveries, Heat or cold, Housekeeping and access routes, Site rules, permits and changes this week
Key points covered	Level 3 slab edge: guardrails stay up until the curtain wall crew signs for each bay. Steel deliveries Thursday and Friday on the east gate: spotters only, no one walks behind the telehandler. Still hot by noon: water, shade and rest breaks as in the heat plan, check on new starters. Keep the level 2 corridors clear for the drywall carts.
Documents referred to	Site safety plan rev 4, heat illness prevention plan, delivery plan for the week of 12 Oct

Handouts, slides or photos shown



Questions asked and the answers given	Asked whether the 06:00 start stays next week. Answer: yes, until afternoon highs drop below the trigger in the heat plan. Asked where the new first aid kit is. Answer: site office and the level 2 stair lobby.

3. Incidents and near misses since the last meeting

Injuries	0
First aid cases	1
Near misses reported	1

Incidents and near misses reviewed 1: Near miss

Type	Near miss
Date	8 Oct 2026

What happened (no names of injured people)	Bundle of metal studs slid off the forks of the telehandler at the level 2 loading platform. No one underneath; area was barricaded.
What the meeting was told: cause and lesson	Load not strapped. Every bundle strapped before lifting; loading platform stays barricaded during lifts.
Follow-up	Closed

Incidents and near misses reviewed 2: First aid only

Type	First aid only
Date	12 Oct 2026
What happened (no names of injured people)	Cut to the back of a hand on a sheet metal duct edge, level 1 mechanical room. Cleaned and dressed on site, back to work.
What the meeting was told: cause and lesson	Cut-resistant gloves when handling duct; edges deburred before it is hung.
Follow-up	Action still open
Reviewed at this meeting	2
With actions still open	1

4. Inspection findings reviewed

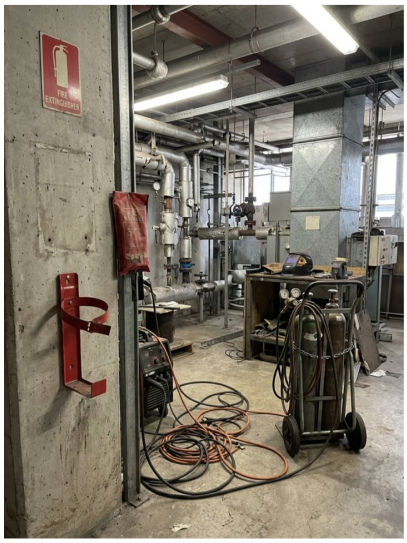
Findings from site inspections 1: Site safety inspection

Source	Site safety inspection
Date of the inspection	9 Oct 2026
Finding	Midrail missing on the guardrail at the level 3 stair opening, east core.
Status	Closed

Findings from site inspections 2: Site safety inspection

Source	Site safety inspection
Date of the inspection	9 Oct 2026
Finding	No fire extinguisher at the hot work area in the level 1 mechanical room.
Status	Open: action in hand

Photo



Findings from site inspections 3: Client or owner walk

Source	Client or owner walk
Date of the inspection	13 Oct 2026
Finding	Hospital staff walkway signs by the east gate faded and hard to read.
Status	New: action agreed today
Findings reviewed	3
Still open	2

5. Hazards raised by workers

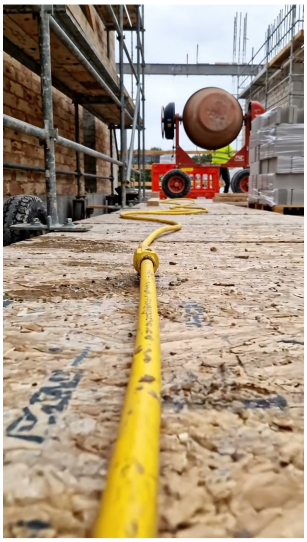
Did anyone raise a hazard or concern?	Yes

Hazards raised 1: Extension cord laid across the scaffold walkway to the mortar mixer. Trip hazard with loads of block being carried.

Hazard raised	Extension cord laid across the scaffold walkway to the mortar mixer. Trip hazard with loads of block being carried.
Where on site	East elevation scaffold, level 2
Raised by (name or crew)	L. Arreola (Copper State Masonry)
Action agreed	Re-route the cord along the scaffold standards and up off the walkway, and move the mixer feed to the end bay.
Priority	Before the next shift
Who will do it	J. Benally

Due by	15 Oct 2026
Status	Open

Photo of the hazard



Hazards raised	1
Still open	1
Urgent and open	0

6. Attendance sign-in

> Each person signs in their own name. The signature records that they attended this meeting; it is not a training record.

Language the meeting was held in	English and Spanish
Was an interpreter or translator used?	Yes
Interpreter name and company	M. Ochoa, Sonoran Ridge Builders (carpenter foreman)
Languages interpreted	English to Spanish, and questions back to English

Sign-in 1: R. Delgado

Name	R. Delgado
Company and trade	Sonoran Ridge Builders, superintendent

Signature

R. Delgado

Sign-in 2: T. Whitaker

Name	T. Whitaker
Company and trade	Sonoran Ridge Builders, safety manager
Signature	

Sign-in 3: M. Ochoa

Name	M. Ochoa
Company and trade	Sonoran Ridge Builders, carpenter foreman
Signature	

Sign-in 4: J. Benally

Name	J. Benally
Company and trade	Copper State Masonry, masonry foreman
Signature	

Sign-in 5: L. Arreola

Name	L. Arreola
Company and trade	Copper State Masonry, mason
Signature	

Sign-in 6: D. Fuentes

Name	D. Fuentes
Company and trade	Copper State Masonry, laborer
Signature	

Sign-in 7: K. Brandt

Name	K. Brandt
Company and trade	Mesa Line Electric, electrical foreman
Signature	

Sign-in 8: A. Nez

Name	A. Nez
Company and trade	Mesa Line Electric, electrician
Signature	

Sign-in 9: S. Villanueva

Name	S. Villanueva
Company and trade	Dry Wash Mechanical, pipefitter foreman
Signature	

Sign-in 10: P. Kowalczyk

Name	P. Kowalczyk
Company and trade	Dry Wash Mechanical, sheet metal worker
Signature	

Sign-in 11: E. Ramos

Name	E. Ramos
Company and trade	Canyon Interiors, drywall foreman
Signature	

Sign-in 12: G. Trujillo

Name	G. Trujillo
Company and trade	Canyon Interiors, framer
Signature	

Sign-in 13: H. Okafor

Name	H. Okafor
Company and trade	Basin Fire Protection, sprinkler fitter
Signature	

Sign-in 14: C. Yazzie

Name	C. Yazzie
Company and trade	Sonoran Ridge Builders, forklift operator
Signature	
People signed in	14
Workers expected (on site or on the crews listed)	16
Not signed in	2
How the people who missed it will be told	Two Basin Fire Protection fitters started at 07:00. H. Okafor briefs them at 07:15 and they sign this sheet.

7. Actions, next meeting and sign-off

Items still open	4
Result	Open items to follow up before the next meeting

Actions 1: Re-route the extension cord off the level 2 east scaffold walkway.

Action	Re-route the extension cord off the level 2 east scaffold walkway.
Priority	Before the next shift
Who will do it	J. Benally
Due by	15 Oct 2026
Status	Open

Actions 2: Put a fire extinguisher at the level 1 mechanical room hot work area and add it to the hot work permit checks.

Action	Put a fire extinguisher at the level 1 mechanical room hot work area and add it to the hot work permit checks.
Priority	Before the next shift
Who will do it	S. Villanueva
Due by	15 Oct 2026

Status	In progress

Actions 3: Issue cut-resistant gloves to the sheet metal crew and add duct handling to next week's topics.

Action	Issue cut-resistant gloves to the sheet metal crew and add duct handling to next week's topics.
Priority	Before the next meeting
Who will do it	T. Whitaker
Due by	21 Oct 2026
Status	Open

Actions 4: Replace the faded staff walkway signs at the east gate.

Action	Replace the faded staff walkway signs at the east gate.
Priority	Before the next meeting
Who will do it	R. Delgado
Due by	21 Oct 2026
Status	Open
Actions still open	4
Decision	Meeting held: actions listed and tracked
Next meeting date	21 Oct 2026
Next meeting time	06:15
Next meeting place	Shade structure by the site office
Topics planned for the next meeting	Handling sheet metal duct, crane lifts for the rooftop units
Record shared with	Posted in the site office; emailed to each subcontractor foreman
Summary for people who were not there	Weekly meeting, 14 on the sheet plus 2 briefed after. One near miss and one first aid case reviewed. One hazard raised by a mason: cord across the level 2 scaffold walkway, to be moved before tomorrow's shift. Extinguisher for the mechanical room hot work still to place.
Meeting chair name	R. Delgado

Meeting chair signature



Safety manager or site manager name	T. Whitaker

Safety manager or site manager signature

