

Manager Planning Checklist

Safety Stand Down Week

August 10-16

Pick the activities that fit your site, prepare your crew, and make the week count.

1. Choose How You'll Participate

Daily Safety Activities: (~10-15 minutes) Toolbox Talks, Discussion Questions

Evacuation Drill: (~20 minutes) Routes, Meeting Point, Headcount, Emergency Roles

Fire Extinguisher Training: (~2-3 hours) Hands-on with qualified instructors

Worksite Safety Walkthrough: (~30 minutes) Hazard Identification, Housekeeping, Blocked Exits, Fire Risks

Cookout or Recognition Event: (~1-2 hours) Recognize crew participation

Other: _____

2. Build Your Plan

Site coordinator: _____ Date(s): _____

Teams or shifts participating: _____

Meeting/training location: _____

Activity leaders: _____

3. Prep Ahead

Contact your fire department or third-party instructor now — they book up fast.

Assign a leader to each activity and confirm what each shift or department will do.

Communicate the schedule and expectations to employees and supervisors.

Before any drill, review your site's written procedures.

Notify security, facilities, contractors, and neighboring operations if drills affect them.

Decide how you'll document participation, feedback, and follow-up items.

4. After the Activity

Thank your employees and activity leaders.

Ask what they learned and what should change next time.

Log hazards, questions, and corrective actions from the week.

Assign an owner and a due date to every follow-up item.

Send photos, participation counts, and lessons learned to the program coordinator.

The point isn't checking a box. It's giving your crew time to talk through what they'd actually do in an emergency and finding the gaps before one happens.



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