

Construction site shutdown planning checklist

General information to help you organise your paperwork. Not legal advice.

Prepare a site specific protection plan

Use this checklist to organize a qualified site team before an authorized interruption. It is not an engineering design or a machine-isolation procedure. Follow the site's approved procedures and applicable safety requirements; preserve essential protection and emergency access.

Site project date and proposed interruption: _____

Site supervisor safety lead and emergency contact: _____

Affected zones and work that continues: _____

- ☐ Identify unstable work, excavations, openings, temporary supports and access hazards for qualified assessment.
- ☐ Identify weather exposure, drainage, freezing risk and materials requiring protection.
- ☐ Confirm essential services, fire protection, security and emergency access responsibilities.
- ☐ Assign equipment-specific hazardous-energy control to trained authorized personnel under approved procedures.
- ☐ Record who inspects temporary works and what triggers an additional inspection.
- ☐ Coordinate with occupants neighbouring operations and other trades.

Record handover and continuing duties

Area / system	Protection or monitoring required	Responsible person	Evidence / next check

- ☐ Photograph site conditions and label locations before handover.
- ☐ Inventory tools materials and hired equipment with ownership and custody.
- ☐ Record keys access permissions alarms and emergency arrangements securely.
- ☐ Confirm waste hazardous materials and stored products are managed by competent personnel.
- ☐ Record restrictions and unfinished work clearly for the custodian.
- ☐ Agree inspection frequency and response to weather incidents or intrusion.
- ☐ Plan a qualified readiness inspection before restart.

Unresolved hazard and escalation owner: _____

Custodian acceptance and limitations: _____

Approved plan reference and briefing record: _____

Next inspection and communication route: _____

Do not remove supports, isolate essential systems or release equipment controls using this generic checklist alone. Site-specific authorized procedures govern those actions.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.