**Task Hazard Analysis:** to be completed Prior to each shift by all employees participating in work. Make this as detailed as possible regarding your tasks and mitigation plans. These documents need to be kept on site for the duration of the project and delivered electronically to Gartner Safety Officer Weekly.

**Aerial Lift Inspection:** to be completed by operator of lift prior to each shift. These documents need to be kept on site for the duration of the project and delivered electronically to Gartner Safety Officer Weekly.

**Forklift Inspection:** to be completed by operator of forklift prior to each shift. These documents need to be kept on site for the duration of the project and delivered electronically to Gartner Safety Officer Weekly.

**Hot Work Permit:** to be completed whenever working under Gartner Hot Work Program. Completed permits need to be kept on site for the duration of the project and delivered electronically to Gartner Safety Officer Weekly.

**Fall Protection Plan:** to be completed prior to any work at height. Detailing how employees will be protected from falling.and delivered electronically to Gartner Safety Officer.

**Incident Near Miss Report:** to be completed for any incident, Property Damage, near miss, minor first aid injuries, etc. this report needs to be completed as near the time of the incident as possible, by the individual involved. An electronic copy needs to be delivered to Gartner Safety Officer.

**Site Safety Inspection:** this is given to you, so you know what Safety is looking for and when completing a Site Safety Inspection of your work area.

**Safety Policy:** the entire Policy must be made available to all employees working on site. QR code stickers in toolboxes and on wall of break area.

**SDS:** all SDS’s must be made available to all employees upon request. QR code to Gartner SDS library to be posted in employee break area.