

Weekly Site Safety Inspection

Regular walkaround to identify hazards, unsafe conditions and housekeeping issues. Keeps sites compliant and risks under control.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Document Information

1 Audit Title

2 Document No.

3 Client / Site

4 Conducted on

5 Prepared by

6 Location

7 Personnel

General

8 Project / Site Name *

9 Supervisor / Foreman at time of this inspection

10 Select site weather conditions at time of this inspection (select all that apply) *

Select all that apply

Clear Sky

Cloudy

Raining

Windy

Hazy

Snow / Hail

OTHER

11 Describe weather conditions on site today (if OTHER selected)

12 Minimum temperature today?

13 Maximum temperature today?

14 Current activities being undertaken on site (select all that apply) *

Select all that apply

General

Abatement

Demolition

Pile Driving

Formwork

Reinforce Steel

Steel Erection

Mechanical

Electrical

Plumbing

Other

15 Describe activities being undertaken on site (if OTHER selected)

First Aid Facilities

16 Are first aid facilities to be inspected in this audit?

17 Are first aid cabinets and contents clean and orderly?

18 No first aid contents past their expiry date?

19 First aid cabinets clearly labelled?

20 Is there easy access to first aid cabinets?

21 Employees aware of location of first aid cabinet?

22 Are first aid officers known to workers and accessible?

23 Are emergency numbers displayed?

Fire Prevention & Emergency

24 Are fire and emergency procedures to be inspected in this audit?

25 Evacuation plan displayed and understood by all employees?

26 Evacuation procedures discussed regularly? (3 to 4 times a year)

27 Exit doors easily opened from inside?

28 Exits clear of obstructions?

29 Emergency exit lighting operable?

30 Adequate direction notices for fire exits?

31 Extinguishers in place, clearly marked for type of fire?

32 Extinguishers recently serviced? (check punch mark on tabs)

33 Extinguishers clear of obstructions?

34 Fire alarm system functioning correctly?

Site Security

35 Is site security to be inspected in this audit?

36 Are site entry and exit points clearly designated?

37 Is clear signage requiring visitors to check in posted?

38 Is site perimeter fenced off appropriately with required site public signage posted?

39 Are all entries and exits closed and locked at night and during weekends?

40 If applicable, are site alarm systems functioning as expected?

41 If applicable, are site security procedures (guard patrols, security checks etc) undertaken as required and reviewed regularly?

Personal Protective Equipment (PPE)

42 Is Personal Protective Equipment to be inspected in this audit?

43 Is head protection worn correctly and where required?

44 Is eye protection worn where required?

45 Are the correct forms of eye protection worn for tasks being completed?

46 Is hearing protection worn in designated areas?

47 Are the correct forms of hand protection worn for manual tasks

48 Is respiratory protection worn where dust, mist or fumes are present?

49 Is footwear in good condition and of correct type?

50 Are high-vis vests or clothing worn at all times outside the office?

51 Are safety harnesses appropriately worn at height?

52 Is additional PPE used where required?

53 Are staff aware of correct PPE for tasks they are trained to perform?

Housekeeping

54 Is site housekeeping to be inspected in this audit?

55 Do work and office areas have adequate lighting?

56 Is site furniture and work benches in sound condition?

57 Are work tasks designed to prevent Occupational Overuse Syndrome? (Breaks included)

Work Benches & Areas

58 Work benches and areas to be inspected in this audit?

59 Work benches are clear of rubbish and debris?

60 Are tools not in use put away?

61 There are no damaged hand tools in use?

62 There are no damaged power tools in use?

63 Work height correct for the type of work and the employee?

64 Work benches have no sharp edges?

65 Workers are communicating clearly at acceptable volume (no shouting)?

66 Noise produced by work activities is within acceptable parameters and is not excessive?

Storage Design and Use

67 Site storage to be inspected in this audit?

68 Are materials stored in racks and bins wherever possible?

69 Storage designed to minimise lifting problems?

70 Are floors around racking clear of rubbish?

71 Are racks and pallets in good condition generally?

Waste & Rubbish

72 Waste and rubbish to be inspected in this audit?

73 Are bins/dumpsters located at suitable points around site?

74 Is site generally orderly, with rubbish or waste materials disposed of correctly?

75 Are bins/dumpsters emptied regularly?

76 Are oily rags and combustible refuse disposed of in covered metal containers?

77 Is the loading / delivery area clean and tidy?

Trip and Fall Safety

78 Trip and fall safety to be inspected in this audit?

79 Are floor surfaces even and uncluttered?

80 Are entry and walkways kept clear?

81 Are walkways adequately and clearly marked?

82 Are intersections kept clear of boxes etc?

83 Are stairs and risers kept clear?

84 Are floor surfaces free of liquid spills?

85 Are railings in good condition?

86 Are footpaths in good condition?

87 Are fall preventive measures in place and used where gaps occur in railings?

88 Are appropriate measures in place to prevent falls? ie. barriers (preferred) or harnesses?

89 Is all fall protection equipment is visually inspected prior to use?

90 Is all work above 2m, or within 2m of an edge being done safely?

91 Are all floor openings fully barricaded or are protected with a secured cover and labelled?

92 Are personnel below protected from falling materials (i.e. tools, bolts, etc.)?

93 Is there proper scaffolding in place?

Scaffolding

94 Scaffolds to be inspected in this audit?

95 Are scaffolds constructed and erected only by qualified and trained personnel?

96 Have all scaffold plans been submitted and approved?

97 Are scaffolds accessible and clear of unstable objects and trip hazards?

98 Is scaffold adequately secured to building (or appropriately secured with alternative method)?

99 Are guard rails installed on all scaffolds above 10 feet?

100 Are scaffold footings stable, secure and free of unstable propping objects (barrels, boxes, loose brick or concrete blocks etc)?

101 Are scaffold footings and anchorages designed to support the maximum intended load without settling or displacement?

102 Are scaffolds generally safe and orderly?

103 Are scaffolds being regularly inspected?

Hazardous Manual Tasks

104 Hazardous Manual Tasks to be inspected in this audit?

105 Have Hazardous Manual Tasks on site been identified?

106 Have Risk Assessments for these tasks been completed where required?

107 Have Risk controls been selected for these tasks using the hierarchy of controls?

108 Are suitable controls in place for high force / awkward postures?

109 Are suitable controls in place for repetitive tasks?

110 Have the procedures surrounding risk controls been documented?

111 Are workers compliant with the above procedures?

112 Are relevant workers trained in these controls?

113 Has this training been documented?

Hand and Power Tools

114 Hand and power tools to be inspected in this audit?

115 Are all tool guards in place and operable?

116 Are power cords in good condition?

117 Are all tools double insulated or have a ground plug?

118 Are ground fault circuit interrupters in place at the source of electricity?

119 Are all power tools in good condition?

120 Are defective pieces of equipment and tools red tagged and removed from service?

121 Are tools stored correctly and in the right place when not in use?

122 Are employees using the proper tool for the task they are performing?

123 Are hand tools manufactured to standard?

124 Are employees using two hand on tools that are designed to do so?

125 Are dust collectors and exhausts provided on tools that produce large amounts of dust?

General Machinery, Plants and Equipment

126 General Machinery, Plants and Equipment to be inspected in this audit?

127 Have risk assessments been completed for machinery where appropriate?

128 Are maintenance schedules in place for machines?

129 Do records indicate that machine maintenance schedules are being adhered to?

130 If required, are relevant pre-start inspections being completed on machinery, equipment and plants?

131 Are machines kept clean?

132 Are the floors around the machines kept clean?

133 Are guards in good condition?

134 If required, are emergency stops fitted on machinery, equipment and plants?

135 Is machine waste, off cuts, dust etc. removed and stored safely?

136 Are drip pans on floor to prevent spillage? (where appropriate)

137 Noise levels controlled?

138 Is no bending or stooping required to use machines?

139 Is there sufficient room to use all machines safely?

140 Are machine, equipment and plant operators trained/inducted to be competent in safe and correct operation?

141 Is this training recorded?

142 Do operators comply with the training?

Ladders

143 Ladders to be inspected in this audit?

144 Are all ladders Industrial strength? (Non Household rated, check label.)

145 Are ladders in good condition?

146 If used for electrical work are ladders non conductive? (wood or fibre glass.)

147 Are ladders being used according to instructions?

148 For extension ladders: are ropes, pulleys and treads in a good state of repair?

149 Are ladders not used to access heights when higher order controls should be used?

Electrical Safety

150 Electrical safety to be inspected this audit?

151 Are safety switches installed?

152 Are safety switches tested every 6 months and tests recorded?

153 There are no outlets are overloaded / No double adapters in use?

154 Has portable equipment been tested and tagged?

155 There are no broken plugs, sockets or switches?

156 There are no power leads across walkways?

157 No frayed or damaged leads?

158 There are no strained leads?

159 Are portable power tools in good condition?

160 Where required are emergency shut-down procedures in place?

Chemical Safety

161 Chemical safety to be inspected this audit?

162 Is a Hazardous Substance Register complete and available?

163 Have risk assessments been completed for hazardous substances?

164 Are Material Safety Data Sheets available for all chemicals?

165 Are all containers labelled correctly?

166 Are unused substances disposed of?

167 If applicable are special storage conditions followed?

168 Are workers trained in the use of hazardous substances?

169 Is adequate ventilation provided?

170 Are eye washes and showers available and easily accessible?

171 Are spill kits or other clean up arrangements available?

Confined Spaces

172 Confined spaces safety to be inspected this audit?

173 Do all applicable confined space works have adequate permits granted and documented?

174 Is a confined space emergency plan in place?

175 Are confined spaces being continually monitored?

176 Are all workers undertaking confined space works trained in confined space entry and activities?

Incident, Injury & Accident Procedures

177 Incident, Injury & Accident Procedures to be inspected this audit?

178 Are Incident, Accident, Near Miss and Injury procedures in place?

179 Are adequate reporting forms for for these events in place?

180 Are all incidents investigated?

181 Are Corrective Actions then implemented?

182 Are Workers Compensation, Rehabilitation and Return to Work Programs in place?

183 Is an "If you are injured" poster displayed?

General Comments

184 Any further comments or recommendations arising from this inspection?

185 Add any additional relevant photos

Attach file here

186 Have all required corrective actions been added as Actions to this inspection?

Sign Off

187 Name & Signature of Inspector *

Signature

188 Name & Signature of Site Supervisor / Foreman

Signature