

Date:

Company

Site Name



After start



Onsite



SITESAFE

Site Inspection Checklist - Generic

Location

Name of inspector

Time

Date

Y = Yes N = No NA = Not Applicable

1. Site control

- a. Hazard board and signage up-to-date
- b. Environmental plans/measures
- c. Toolbox talk last date / /
- d. Safety inductions for all on site
- e. Safety notice board current

2. Site facilities

- a. Offices clean, adequate & good lighting
- b. Smoko sheds – clean, potable water
- c. Toilets – clean, washing water
- d. Tool/equipment sheds adequate

3. General site tidiness and accessways

- a. Clear, safe access to work areas
- b. Stairways and accessways clear
- c. Hoardings/fence and gates secure
- d. Loose materials secure from wind

4. Personal safety equipment

- a. Signage displayed and legible
- b. Hardhats being worn
- c. Correct footwear being worn
- d. Glasses/ear muffs/vests/masks used

5. First aid/fire prevention

- a. First aid box *Available*
- b. Accident register
- c. Fire extinguishers *Available*
Current (12 mth)
Sufficient number
- d. Evacuation *Procedure current*
All emergencies incl

6. Cranes/hoist/lifting equipment

- a. Proper lift assessment plan done
- b. Crane certification current
- c. Slings/chains certified
- d. Operator procedures in place
- e. Inspections being done
- f. Man cage available
- g. Emergency plan in place

7. Compressed air equipment

- a. In good condition
- b. Appropriate guards fitted
- c. Trained user

8. Excavations

- a. Correctly shored
- b. Access controlled

9. Hot Works

- a. Hot work permits being issued
- b. Fire extinguishers on hand
- c. Operators using PPE

10. Electrical equipment/plant

- a. Main board lockable/weatherproof
- b. Current tagged and damage-free leads
- c. Current tagged plant
- d. Current tagged lifeguards
- e. Leads safely placed
- f. Electrical equipment/plant – good condition
- g. Electrical equipment/plant – appropriate guards on plant
- h. Adequate temporary lighting

11. Hazardous products/substances

- a. Correctly stored
- b. Safety Data Sheet (SDS) available
- c. Operators using PPE

12. PAT's and Nailers

- d. PAT tool WoF current and secure
- e. Staff trained in tool use (SWPS)
- f. PAT signage on site

13. Scaffolding

- g. Notifiable weekly Scaftag/current
- h. Handrails/mid-rails
- i. Toe boards
- j. Platforms
- k. Ladders/stairs
- l. Base sound
- m. Work platforms clear
- n. Platforms trip free
- o. Planks tied down
- p. Headroom clear
- q. Ties/bracing adequate

14. Ladders

- r. Good condition
- s. Secured top and bottom
- t. Stays to step ladders
- u. Working 2 steps down

15. Fall hazards

- a. Floor edges *Floor openings*
- b. Lift shafts *Stairs*

