

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

- a. PAT tool WoF current and secure
- b. Staff trained in tool use (SWPS)
- c. PAT signage on site

13. Scaffolding – planks secured

- a. Notifiable weekly Scaftag/current
- b. Handrails/mid-rails
- c. Toe boards
- d. Platforms
- e. Ladders/stairs
- f. Base sound
- g. Work platforms clear
- h. Platforms trip free
- i. Planks tied down
- j. Headroom clear
- k. Ties/bracing adequate

14. Ladders

- a. Good condition
- b. Secured top and bottom
- c. Stays to step ladders
- d. Working 2 steps down

15. Fall hazards – penetrations

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

Site inspection checklist - Remedial Action Required

Item	Comments/Action Description	Person to Action	Complete