



Site Inspection Checklist - Generic

Location

Name of inspector

Time

Date

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Y = Yes N = No NA = Not Applicable

1. Site Control

- Hazard board and signage up-to-date
- Environmental plans/measures
- Toolbox talk last date / /
- Safety inductions for all on site
- Safety notice board current

2. Site Facilities

- Offices clean, adequate & good lighting
- Smoko sheds – clean, potable water
- Toilets – clean, washing water
- Tool/equipment sheds adequate

3. General Site Tidiness & Accessways

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

4. Personal Safety Equipment

- Signage displayed and legible
- Hardhats being worn
- Correct footwear being worn
- Glasses/ear muffs/vests/masks used

5. First Aid/Fire Prevention

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

6. Cranes/Hoist/Lifting Equipment

- Proper lift assessment plan done
- Crane certification current
- Slings/chains certified
- Operator procedures in place
- Inspections being done
- Man cage available
- Emergency plan in place

7. Compressed Air Equipment

- In good condition
- Appropriate guards fitted
- Trained user

8. Excavations

- Correctly shored
- Access controlled

9. Hot Works

- Hot work permits being issued
- Fire extinguishers on hand
- Operators using PPE

10. Electrical Equipment/Plant

- Main board lockable/weatherproof
- Current tagged and damage-free leads
- Current tagged plant
- Current tagged lifeguards
- Leads safely placed
- Electrical equipment/plant – good condition
- Electrical equipment/plant – appropriate guards on plant
- Adequate temporary lighting

11. Hazardous Products/Substances

- Correctly stored
- Safety Data Sheet (SDS) available
- Operators using PPE

12. PAT's and Nailers

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

13. Scaffolding

- Notifiable weekly Scaftag/current
- Handrails/mid-rails
- Toe boards
- Platforms
- Ladders/stairs
- Base sound
- Work platforms clear
- Platforms trip free
- Planks tied down
- Headroom clear
- Ties/bracing adequate

14. Ladders

- Good condition
- Secured top and bottom
- Stays to step ladders
- Working 2 steps down

15. Fall Hazards

- Floor edges *Floor openings*
- Lift shafts *Stairs*

Site Inspection Checklist - Remedial Action Required

Item	Comments/Action Description	Person to Action	Complete