Regular construction site safety inspections shall be conducted and documented to ensure compliance with written agreements, safety standards, and best practices. Inspections at a construction site should be conducted pre and post construction or during construction, if your Agency retains the responsibility of site control.

The inspection process is separate from a contractor’s supervision of the work. An inspection should be carried out as an independent view of the construction work.

Specific inspections may also be carried out during the construction phase as part of the process with the general contract administration.

Inspections must be conducted by a “qualified person”.

**This model form/template must be customized to meet your Agency’s needs.**

|  |  |
| --- | --- |
| **Name of Person Completing Checklist:** | **Title:** |
| **Location:** | **Date/Time:** |

*Note: This checklist should be used only as a general guideline.*

**General Jobsite**

1. Are posters and safety signs or warnings in place?  **Yes**  **No**  **N/A**

2. Are safety meetings held periodically? **Yes**  **No**  **N/A**

3. Is a first-aid kit available and adequately stocked?  **Yes**  **No**  **N/A**

4. Has job-related safety training been completed?  **Yes**  **No**  **N/A**

5. Has an accident reporting procedure been established?  **Yes**  **No**  **N/A**

6. Is a substance abuse policy in place?  **Yes**  **No**  **N/A**

7. Are injury records being kept?  **Yes**  **No**  **N/A**

8. Are emergency telephone numbers posted?  **Yes**  **No**  **N/A**

9. Are traffic routes identified?  **Yes**  **No**  **N/A**

10. Are there procedures to handle hazardous waste?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Injury Illness Prevention Plan (IIPP)

1. Is the written IIPP readily available for review?  **Yes**  **No**  **N/A**

2. Is the person with authority & responsibility for the IIPP identified? **Yes**  **No**  **N/A**

3. Is there a process to ensure workers follow safe work practices?  **Yes**  **No**  **N/A**

4. Are safety communications in a form readily understandable by all?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Hazard Communications

1. Is there a written program?  **Yes**  **No**  **N/A**
2. Are employees trained?  **Yes**  **No**  **N/A**
3. Are safety data sheets / MSDS on file and readily available?  **Yes**  **No**  **N/A**
4. Are control and disposal measure(s) established?  **Yes**  **No**  **N/A**
5. Are material(s) properly stored and labeled?  **Yes**  **No**  **N/A**
6. Is a log of all chemicals on site available?  **Yes**  **No**  **N/A**
7. Are labels legible?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Fire Prevention

1. Is there a written program?  **Yes**  **No**  **N/A**
2. Are employees trained?  **Yes**  **No**  **N/A**
3. Are safety data sheets / MSDS on file and readily available?  **Yes**  **No**  **N/A**
4. Are control and disposal measure(s) established?  **Yes**  **No**  **N/A**
5. Are material(s) properly stored and labeled?  **Yes**  **No**  **N/A**
6. Is a log of all chemicals on site available?  **Yes**  **No**  **N/A**
7. Are labels legible?  **Yes**  **No**  **N/A**
8. Is a fire alarm available?  **Yes**  **No**  **N/A**
9. Is a fire evacuation plan established?  **Yes**  **No**  **N/A**
10. Are fuel supplies protected from accidental impact?  **Yes**  **No**  **N/A**
11. Is fire training given to appropriate personnel?  **Yes**  **No**  **N/A**
12. Is equipment shut down prior to refueling?  **Yes**  **No**  **N/A**
13. Is equipment properly grounded to fuel trucks before refueling?  **Yes**  **No**  **N/A**
14. Are no-smoking signs posted and enforced?  **Yes**  **No**  **N/A**
15. Are hydrants clear and access to public thoroughfare open?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

**Sanitation and Housekeeping**

1. Are work area(s) generally neat and clean?  **Yes**  **No**  **N/A**
2. Is waste and trash regularly disposed of?  **Yes**  **No**  **N/A**
3. Are passageways and walkways clear?  **Yes**  **No**  **N/A**
4. Is the work area well lighted?  **Yes**  **No**  **N/A**
5. Are waste containers provided and used?  **Yes**  **No**  **N/A**
6. Are sanitary facilities adequate and clean?  **Yes**  **No**  **N/A**
7. Is there an adequate potable water supply?  **Yes**  **No**  **N/A**
8. Are there adequate drinking cups?  **Yes**  **No**  **N/A**
9. Have nails, boards, and debris been removed?  **Yes**  **No**  **N/A**
10. Are eye-flushing facilities available?  **Yes**  **No**  **N/A**
11. Are emergency showers available?  **Yes**  **No**  **N/A**
12. Are shade structures available for workers?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Electrical

1. Do electrical devices have a current inspection and coding?  **Yes**  **No**  **N/A**
2. Is electrical equipment properly maintained?  **Yes**  **No**  **N/A**
3. Is equipment properly grounded?  **Yes**  **No**  **N/A**
4. Is an assured equipment grounding program established?  **Yes**  **No**  **N/A**
5. Are ground fault circuit interrupters used and tested where required?  **Yes**  **No**  **N/A**
6. Are fuses provided?  **Yes**  **No**  **N/A**
7. Are electrical dangers posted?  **Yes**  **No**  **N/A**
8. Are proper fire extinguisher(s) provided?  **Yes**  **No**  **N/A**
9. Are terminal boxes equipped with required covers, and is the cover used?  **Yes**  **No**  **N/A**
10. Are circuits labeled in terminal boxes?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Flammable Liquids/Materials

1. Are empty containers removed?  **Yes**  **No**  **N/A**
2. Are only approved containers being used?  **Yes**  **No**  **N/A**
3. Are containers stored in approved and appropriate area(s)?  **Yes**  **No**  **N/A**
4. Is outside storage bermed for containment?  **Yes**  **No**  **N/A**
5. Are storage tanks properly grounded/bonded with pressure relief?  **Yes**  **No**  **N/A**
6. Are cylinders stored or secured in an upright position?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Personal Protective Equipment (PPE)

1. Have hazard evaluations been performed and documented?  **Yes**  **No**  **N/A**
2. Is protective equipment adequate for exposure?  **Yes**  **No**  **N/A**
3. Are employees issued PPE where needed?  **Yes**  **No**  **N/A**
4. Is PPE being used?  **Yes**  **No**  **N/A**
5. Are employees trained in the use of PPE?  **Yes**  **No**  **N/A**
6. Are inspections being conducted before and after use of PPE?  **Yes**  **No**  **N/A**
7. Is adequate maintenance and sanitary storage available and used?  **Yes**  **No**  **N/A**
8. Is adequate fall protection provided?  **Yes**  **No**  **N/A**
9. Is eye protection available?  **Yes**  **No**  **N/A**
10. Is face protection (glasses, goggles, shields) available?  **Yes**  **No**  **N/A**
11. Is hearing protection available?  **Yes**  **No**  **N/A**
12. Are respirators and masks provided?  **Yes**  **No**  **N/A**
13. Are respirators used to protect against harmful dust or fumes?  **Yes**  **No**  **N/A**
14. Is head protection available?  **Yes**  **No**  **N/A**
15. Is hand and foot protection available?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Ladders

1. Are ladders inspected and in good condition?  **Yes**  **No**  **N/A**
2. Are ladders used properly?  **Yes**  **No**  **N/A**
3. Are ladders secured to prevent slipping, sliding, or falling?  **Yes**  **No**  **N/A**
4. Do siderails extend 36 inches above top of landing?  **Yes**  **No**  **N/A**
5. Are any ladders spliced?  **Yes**  **No**  **N/A**
6. Are rungs or cleats not over 12 inches at center?  **Yes**  **No**  **N/A**
7. Are ladders properly maintained and stored?  **Yes**  **No**  **N/A**
8. Are any ladders painted?  **Yes**  **No**  **N/A**
9. Is fall protection provided for fixed ladders in excess of 20 feet long?  **Yes**  **No**  **N/A**
10. Are aluminum ladders of sufficient strength for the task?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Scaffolds

1. Is erecting the scaffold properly supervised?  **Yes**  **No**  **N/A**
2. Are all structural members free from defects, and meet safety factors?  **Yes**  **No**  **N/A**
3. Are all scaffold connections secured?  **Yes**  **No**  **N/A**
4. Are scaffolds erected on solid footing?  **Yes**  **No**  **N/A**
5. Is scaffold tied to structure?  **Yes**  **No**  **N/A**
6. Are working areas free of dirt, debris, snow, ice, and grease?  **Yes**  **No**  **N/A**
7. Are employees protected from falling objects?  **Yes**  **No**  **N/A**
8. Is scaffold plumb and square, with cross-bracing?  **Yes**  **No**  **N/A**
9. Are guard rails, intermediate rails, and toeboards in place?  **Yes**  **No**  **N/A**
10. Are ropes and cables in good condition?  **Yes**  **No**  **N/A**
11. Is fall protection available and in use? **Yes**  **No**  **N/A**
12. Are operations supervised by a competent person?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Trenching/Excavation/Shoring

1. Are trenches properly shored and sloped, or are trench boxes used?  **Yes**  **No**  **N/A**
2. Are operations supervised by a competent person?  **Yes**  **No**  **N/A**
3. Are spoils piles at least 2 feet from edges of cut? **Yes**  **No**  **N/A**
4. Are ladders placed to ensure no more than 25 feet of lateral travel? **Yes**  **No**  **N/A**
5. Are ladders properly secured? **Yes**  **No**  **N/A**
6. Are adjacent structures properly shored? **Yes**  **No**  **N/A**
7. Is shoring and sheathing correct for soil and depth? **Yes**  **No**  **N/A**
8. Are roads and sidewalks supported and protected? **Yes**  **No**  **N/A**
9. Is excavation barricaded and lighting provided? **Yes**  **No**  **N/A**
10. Are equipment ramps adequate? **Yes**  **No**  **N/A**
11. Have underground utility installations been identified? **Yes**  **No**  **N/A**
12. Are registered professional engineer designs or approvals performed? **Yes**  **No**  **N/A**
13. Are confined-space entry permit required plans established? **Yes**  **No**  **N/A**
14. Are daily inspections completed by a competent person? **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Heavy Equipment

1. Is regular inspection and maintenance performed?  **Yes**  **No**  **N/A**
2. Are seat belts and rollover protection provided?  **Yes**  **No**  **N/A**
3. Are backup alarms working and audible?  **Yes**  **No**  **N/A**
4. Mobile equipment traveling < 25 mph have correct emblem attached?  **Yes**  **No**  **N/A**
5. Are employees riding equipment with proper seating?  **Yes**  **No**  **N/A**
6. Are lights, brakes, and warning signals operative?  **Yes**  **No**  **N/A**
7. Are wheels chocked when necessary?  **Yes**  **No**  **N/A**
8. Are haul roads well maintained and laid out properly?  **Yes**  **No**  **N/A**
9. Is equipment properly secured when not in use?  **Yes**  **No**  **N/A**
10. Are noise arresters used?  **Yes**  **No**  **N/A**
11. Are spark arresters used as necessary?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Handling & Storage of Materials

1. Are materials properly stored or stacked?  **Yes**  **No**  **N/A**
2. Are shelves, racks, and overhead storage load-rated?  **Yes**  **No**  **N/A**
3. Are passageways clear? **Yes**  **No**  **N/A**
4. Are there sufficient employees to do the job?  **Yes**  **No**  **N/A**
5. Are employees lifting materials correctly?  **Yes**  **No**  **N/A**
6. Are materials protected from weather?  **Yes**  **No**  **N/A**
7. Are employees protected from falling into hoppers and bins?  **Yes**  **No**  **N/A**
8. Is dust protection used?  **Yes**  **No**  **N/A**
9. Is the correct type of fire extinguisher(s) available?  **Yes**  **No**  **N/A**
10. Is traffic controlled through the storage area?  **Yes**  **No**  **N/A**
11. Is rigging inspected prior to use?  **Yes**  **No**  **N/A**
12. Is a competent person responsible for materials storage and handling?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Barricades

1. Are floor openings planked over or barricaded?  **Yes**  **No**  **N/A**
2. Are roadways and sidewalks protected?  **Yes**  **No**  **N/A**
3. Is adequate lighting provided?  **Yes**  **No**  **N/A**
4. Are barricades or covers installed around floor/wall/roof openings?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Welding and Cutting

1. Are all welding and cutting operators qualified?  **Yes**  **No**  **N/A**
2. Are screens and shields in place?  **Yes**  **No**  **N/A**
3. Is oxygen and acetylene stored properly?  **Yes**  **No**  **N/A**
4. Are bottles not in use secured with caps in place?  **Yes**  **No**  **N/A**
5. Is proper eye protection and PPE used?  **Yes**  **No**  **N/A**
6. Are fire extinguisher(s) located near operations?  **Yes**  **No**  **N/A**
7. Is “hot work” permit completed/posted in areas requiring a permit?  **Yes**  **No**  **N/A**
8. Are valves shut off and regulators backed off each night?  **Yes**  **No**  **N/A**
9. Are flashback arresters placed on hoses (O2 and fuel gas)?  **Yes**  **No**  **N/A**
10. Is electrical equipment grounded?  **Yes**  **No**  **N/A**
11. Is the area inspected for fire hazards?  **Yes**  **No**  **N/A**
12. Are gas lines and power cables protected and in good condition?  **Yes**  **No**  **N/A**
13. Is proper ventilation ensured?  **Yes**  **No**  **N/A**
14. Is there a welding permit program?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Temporary Traffic Control

1. Are flaggers trained and donning proper attire?  **Yes**  **No**  **N/A**
2. Are adequate warning signs and markers used? **Yes**  **No**  **N/A**
3. Is equipment not blocking the right of way?  **Yes**  **No**  **N/A**
4. Is traffic control used through construction site?  **Yes**  **No**  **N/A**
5. Are detours adequately marked and maintained?  **Yes**  **No**  **N/A**
6. Is dust control used?  **Yes**  **No**  **N/A**
7. Is adequate lighting provided?  **Yes**  **No**  **N/A**
8. Are barricades erected with correct directional stripes?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |

Site Control

1. Are warning signs in place?  **Yes**  **No**  **N/A**
2. Are appropriate controls in place to control dust?  **Yes**  **No**  **N/A**
3. Are open ditches protected?  **Yes**  **No**  **N/A**
4. Are drop-offs protected?  **Yes**  **No**  **N/A**
5. Are ladders lowered?  **Yes**  **No**  **N/A**
6. Are hazard lights used?  **Yes**  **No**  **N/A**
7. Is equipment secured?  **Yes**  **No**  **N/A**
8. Are utility ditches/trenches flagged or barricaded?  **Yes**  **No**  **N/A**

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| For any item marked “No” above list date of correction: |