

Logo	Site Safety Observation Form		Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 1 of 2
	QHSE Forms		
	Organization Name		

Observation #		Issue Date	
1. General Information			
Project Name		Work Location	
Project Ref #		Work Site Name	
Observed By		Next Review	
2. Work Description – Explain the ongoing activity.			
3. Points that are to be verified			
3.1. Employees			
1	Worker is found doing an “Unsafe Act”?	Yes ☐	No ☐
2	Worker is found working in an “Unsafe Condition”?	Yes ☐	No ☐
3	Worker is found working in “Unsafe Position/ posture”?	Yes ☐	No ☐
4	Worker is found “working at Unsafe Speed/ doing horse work/ adopting shortcuts”?	Yes ☐	No ☐
5	Worker is found working “Without Permission/ PTW/ Authorization/ Supervision”?	Yes ☐	No ☐
3.2. Handheld Tools			
1	Damaged, poorly insulated or discarded tool is being used for work activity?	Yes ☐	No ☐
2	Wrong tool is found being used for activity or onsite?	Yes ☐	No ☐
3	Worker is found using unauthorized tool for activity?	Yes ☐	No ☐
4	Worker is found using personal tool instead of company provided tool for activity?	Yes ☐	No ☐
5	Tool was seen being used in an “Unsafe Manner”?	Yes ☐	No ☐
3.3. Elevated Work Areas			
1	Means of access to elevated work areas are not suitable?	Yes ☐	No ☐
2	Elevated work areas and platforms are not protected against fall hazards?	Yes ☐	No ☐
3	Elevated work platforms are being used without inspection and authorization?	Yes ☐	No ☐
4	Work platforms are provided without “TOE BOARDS” rolling objects/ Tools can fall down?	Yes ☐	No ☐
5	SWL of the elevated work platforms, height of platforms, and areas is not mentioned?	Yes ☐	No ☐
3.4. Personal Protective Equipment			

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1	Worker is seen working without PPEs/ not issued to the workers or not used by him?	Yes ☐	No ☐
2	PPEs usage signs are not placed where risk can't be controlled thoroughly?	Yes ☐	No ☐
3	Damaged PPEs were being used by the worker on site during work activity?	Yes ☐	No ☐
4	Wrong/ not fit for job PPE is issued to the worker?	Yes ☐	No ☐
5	PPEs are not mentioned in the permit while activity requires usage of PPEs?	Yes ☐	No ☐

3.5. Work Authorization/ Permit to Work

1	Working without permit is observed onsite?	Yes ☐	No ☐
2	Work activity is being carried out without permit/ with expired permit?	Yes ☐	No ☐
3	Work permit is completed by incompetent person or insufficiently prepared?	Yes ☐	No ☐
4	Work permit is not available onsite/ missing/ not prepared at all?	Yes ☐	No ☐

3.6. Work Method/ Work Procedure/ Documentation

1	Work method/ work procedure/ method statement is not available?	Yes ☐	No ☐
2	Workers are not aware of method statement/ work procedure?	Yes ☐	No ☐
3	Documentation for work activities is not available, e.g., risk assessment, inspection form	Yes ☐	No ☐

3.7. Equipment

1	All the work equipment and tools are without color coding?	Yes ☐	No ☐
2	Workers are seen using equipment without inspection confirmation/ sticker/ marking?	Yes ☐	No ☐
3	Equipment was seen being used without Earthing/ Bonding/ Fuses?	Yes ☐	No ☐
4	Damaged/ poorly insulated/ not suitable for site equipment are being used?	Yes ☐	No ☐
5	Worker was seen using equipment in a wrong manner/ incompetent worker was using equipment?	Yes ☐	No ☐

Prepared By	Approved By