Checklist Sr. #: _____

Project Name		**Inspected By**	
Site Name		**Approved By**	
Site Engineer		**Site Safety Officer**	
Inspected on		**Next Inspection**	

Tick (✔) correct option against given every criterion.

S/#	Criteria	Yes	No	Remarks
General Inspection				
1	Posters and safety sings are placed on the site?			
2	Safety meeting held periodically and before work?			
3	First aid kits available at multiple locations?			
4	Job-related safety training provided to the workers?			
5	Workers are trained to perform the job?			
6	Accident Reporting & Investigation procedure?			
7	Substance abuse policy and reporting procedure?			
8	Accident/incident/ injury record being maintained?			
9	Emergency services contact details available?			
10	Onsite traffic routes identified?			
Housekeeping & Sanitation				
1	Work area is neat and clean?			
2	Waste and garbage is removed on daily basis?			
3	Hazardous waste handling is done as per procedure?			
4	Passageways and walkways are clear?			
5	The surface of the flooring is non-slippery?			
6	Waste is segregated and removed?			
7	Sanitary facilities are available and neat & tidy?			
8	Potable water supply is provided?			
9	Residuals e.g., nails, shrapnel are removed?			
10	Eyes flushing & emergency showers available?			
Lighting & Electrical Services				
1	Adequate lighting is provided?			

2	Emergency lighting backup is provided?			
3	All the wires and switches are in good condition?			
4	The wires are insulated and ready to use?			
5	Defective equipment and wires are discarded?			
Construction Site – Access and Exit				
1	Signs of entry/exit points are placed?			
2	Emergency exit signs are placed at workplace?			
3	Signs are powered with electricity to work all time?			
4	Power backup for signs is available?			
5	Warning signs around unprotected edges available?			
6	Hazard lights are utilized?			
7	Site fencing holds warning signs to alert others?			
Hazard Communication				
1	Hazard communication program available?			
2	Employees are trained about hazard communication?			
3	List of hazardous chemicals available on-site present?			
4	MSDS of the hazardous chemicals available onsite?			
5	Control and disposal measure available?			
6	Hazardous material properly stored onsite?			
7	All the containers are labelled & names mentioned?			
8	Authorized people only use the hazardous material?			
9	SOP to alert others in case of accident available?			
10	People allocated responsibilities?			
Fire Prevention				
1	Adequate fire extinguishers are provided on site?			
2	Fire extinguisher usage training completed?			
3	Fire extinguishers are inspected on regular basis?			
4	Fire detection & smoke detection system available?			
5	Phone numbers of the emergency services available?			
6	Firefighting team is available on the site?			

7	Firefighting training given to personal?			
8	Fuel and other flammable items are stored safely?			
9	Electricity & diesel driven fire pumps are available?			
10	Fuel/flammable containers are grounded before use?			
Flammable Substances & Liquids				
1	Flammable material is removed from site?			
2	Minimum quantity is stored on the site?			
3	Authorized workers use substance only?			
4	Workers are trained before use of materials?			
5	The containers for storage are of approved standard?			
Personal Protective Equipment				
1	Workers are provided with PPEs for job execution?			
2	All the personal are trained to use PPEs?			
3	All the PPEs are of approved standard and type?			
4	All the PPEs are inspected before start of job?			
5	To work at height, workers are provided with PFAS?			
Hand Tools				
1	Hand tools are inspected before use?			
2	Workers are trained to use the hand tools?			
3	Maintenance is done by competent person?			
4	Record of maintenance is maintained?			
5	Workers maintain, clean their tools on regular basis?			
Power Tools				
1	Power tools are used for intended job only?			
2	Competent worker uses the powered tools?			
3	Worker is trained before use of tool?			
4	Power tool is maintained and inspected regularly?			
5	Maintenance record of the tool is maintained?			
6	Guards are installed on the power tools as a safety?			
7	Tools without guards are removed from site?			
8	Power cable of the tools is inspected?			

9	Cable with damaged insulation & plug is removed?			
10	Tools are protected from unauthorized use?			

S/#	Criteria	Yes	No	Remarks
Ladder				
1	Ladder is used for intended purpose only?			
2	Ladder is inspected and used by competent person?			
3	Ladder is secured on the top and bottom before use?			
4	Ladder is extended 3ft above the landing point?			
5	The ladder frame is in good condition without rust?			
6	After use, ladder is stored in proper storage?			
7	Damaged or uncertified ladders are discarded?			
Scaffolding				
1	Scaffolding is inspected before use & tagged?			
2	Competent workers erect the scaffolding?			
3	Scaffolding is erected on hard ground?			
4	Scaffolding is secured on top and ground?			
5	Guard rails are provided to prevent the fall?			
6	Toe boards are provided to prevent the objects fall?			
7	Reasonable access is provided to get on scaffold?			
8	The scaffolding is provided with bracing support?			
9	No gap between the planks of the scaffolding?			
10	The working platform/ area is free of dirt/mud?			
11	The structure is free of rust/ damage/ dent etc.?			
Excavation & Shoring				
1	Holes, trenches, excavations protected with barriers?			
2	Warning signs are placed at the site?			
3	Entry and Exit means provided?			
4	Workers are trained to work in the trench or near it?			
5	Heavy vehicles near trench are not allowed?			
6	Material is stacked away from the trench?			

7	Trench work is planned and inspected before start?			
8	Emergency procedure is in place to address situation?			
9	After every 25ft, ladder is placed for entry/ exit purpose?			
10	Adjacent structure is properly shored?			
11	Underground utility services are identified before excavation?			
12	Confined space entry & excavation permit are issued?			
13	Workplan is reviewed before commencement of job?			
14	Daily inspections are completed and logged?			
15	Excavation walls are protected with planks?			
16	At the edges of excavation, barriers are placed?			
Tunnelling				
1	Testing of atmosphere before entry in tunnel?			
2	Atmosphere test results are maintained?			
3	Adequate ventilation is provided?			
4	Approved electrical equipment usage in tunnel?			
5	Workers are trained & authorized to work in tunnel?			
6	Emergency response plan is in place?			
7	Confined space entry permit is issued before start?			
8	Fire prevention equipment provide?			
9	Relevant and approved equipment is provided?			
10	Entry in confined space is monitored by attendant?			
Lifting Accessories & Crane				
1	Certified crane is used to lift the load?			
2	Authorized operator is allowed to operate the crane?			
3	Certified lifting accessories are used for lifting?			
4	Area around the lifting activity is barricaded?			
5	The movement area of the crane cabin is barricaded?			
6	The area under the boom of crane is barricaded?			
7	The rigger and operator are certified & experienced?			
8	The crane movement alarm is working properly?			

9	A first aid box & fire extinguisher is available?			
10	load chart is available in the cabin?			
Garage & Repair Shops				
1	All the machinery in repair shop is in good condition?			
2	Electrical equipment and wiring in in good condition?			
3	Waste oil container is in good condition? No leakage?			
4	Used/waste oil is dumped daily at a safe location?			
5	Garage is well-maintained?			
6	Adequate lighting is provided in the garage?			
7	Adequate ventilation is provided in the repair shop?			
8	Fire alarm and fire extinguisher is provided?			
9	All the damaged equipment are discarded?			
10	Warning signs are placed?			
Hot Work Activities				
1	Hot work activities are done in a segregated area?			
2	Competent and trained worker performs job?			
3	Hot work activity permit is issued before the job?			
4	Fire extinguisher is available within 35ft of work?			
5	Fire watcher is available when activity is in process?			
6	No flammable material is stored near the hot work?			
7	Emergency Plan is in place?			
Barricades				
1	Floor openings are covered with barricades?			
2	Roadways & walkways are protected with barricades?			
3	Adequate lighting is provided onsite when working?			
Demolition				
1	Material chutes provided and installed?			
2	Flying objects warning signs placed?			
3	All the items within the structure have been moved?			
4	Entry of public near site has been prevented?			
5	Utility services have been shut off and isolated?			

Prepared By	Approved By