

Site Inspection Checklist – Generic

SSSP Form 5

Write location

Write the name of the inspector

Time

Date

 / /

1 Site Control

- a. Hazard board and signage up-to-date
- b. Environmental plan – issues
- 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 & Access Ways

- a. Clear, safe access to work areas
- b. Stairways and access ways 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 available
- c. Fire extinguishers available
Current (12mth)
Sufficient number
- d. Evacuation procedure current
All emergencies included

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

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7 Compressed Air Equipment

- a. In good condition
- b. Appropriate guards fitted
- c. Trained user

8 Excavations

- a. Correctly shored and secured

9 Welding/Gas Cutting

- a. Hot work permits being issued
- b. Fire extinguishers on hand
- c. Operators using PPE

10 Electrical Equipment

- 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. Equipment in good condition
- g. Appropriate guards on equipment
- h. Adequate temporary lighting

11 Chemicals

- a. Correctly stored
- b. Safety Data Sheet (SDS) available
- c. Operators using PPE

12 Tools

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

13 Scaffolding

- a. Notifiable weekly Scafftag/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

- a. Floor edges / openings
- b. Lift shafts / stairs

Site Inspection Checklist - Remedial Action Required

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Item	Comments/action description	Person to action	Complete