

## Safety Inspection Guide

A – Adequate at time of inspection

B – Needs immediate attention

C – Needs consideration

	A	B	C
<b>1. JOB SITE INFORMATION</b>			
a) Are OSHA and other job-site warning posters posted?			
b) Do you have safety meetings?			
c) Do you have job safety training?			
d) Are there medical services, first aid equipment, stretchers, and qualified first aid available (if needed)?			
e) Are job site injury records being kept as required by OSHA?			
f) Are emergency telephone numbers, such as police department, fire department, doctor, hospital, and ambulance posted?			
<b>2. HOUSEKEEPING AND SANITATION</b>			
a) Are working areas generally neat?			
b) Is waste and trash regularly disposed of?			
c) Is there an enclosed chute provided when material is dropped outside of the building from over 20 feet?			
d) Is adequate lighting provided?			
e) Are projecting nails removed or bent over?			
f) Is spilled oil and grease removed?			
g) Are waste containers provided and used?			
h) Are passageways and walkways clear?			
i) Are sanitary facilities adequate and clean?			
j) Is potable water available for drinking?			
k) Are disposable drinking cups and a container for the used cups provided?			
<b>3. FIRE PREVENTION</b>			
a) Has a fire protection program been developed?			
b) Have fire instructions been given to personnel?			
c) Are adequate fire extinguishers identified, checked and accessible?			
d) Are phone numbers of fire departments posted?			
e) Are hydrants clear and access open?			
f) Is good housekeeping being practiced?			
g) Are NO SMOKING signs posted and enforced where needed?			
h) Are temporary heating devices safe and is there adequate ventilation?			
<b>4. ELECTRICAL INSTALLATIONS</b>			
a) Is wiring adequate and is it well insulated and grounded, if required?			
b) Are fuses provided?			
c) Are electrical dangers posted?			
d) Are proper fire extinguishers provided?			
e) Are terminal boxes equipped with required covers?			
<b>5. HAND TOOLS</b>			
a) Are proper tools being used for each job?			
b) Are tools neatly stored and carried safely?			
c) Are tools inspected and maintained?			
d) Are damaged tools repaired or replaced promptly? Are employees' tools inspected and repaired?			

<b>6. POWER TOOLS</b>			
a) Is good housekeeping being practiced where tools are used?			
b) Are tools and cords in good condition?			
c) Are tools properly grounded?			
d) Are proper instructions in use?			
e) Are all mechanical safeguards in use?			
f) Are tools neatly stored when not in use?			
g) Is the right tool being used for the job at hand?			
h) Is wiring properly installed?			
<b>7. POWER-ACTUATED TOOLS</b>			
a) Are state and local laws being complied with?			
b) Are all operators licensed?			
c) Are tools and charges protected from unauthorized use?			
d) Is instruction and supervision competent?			
e) Are tools checked and in good working order?			
f) Are tools being used only on recommended materials?			
g) Are safety goggles or face shields being used?			
h) Are flying hazards checked by backing up, removal of personnel, or use of a captive stud tool?			
<b>8. LADDERS</b>			
a) Are ladders inspected and in good condition?			
b) Are ladders spliced?			
c) Are ladders properly secured to prevent slipping, sliding or falling?			
d) Do side rails extend 36" above the top of landing?			
e) Are job-built ladders constructed of sound adequate material?			
f) Are rungs or cleats not over 12" top to top?			
g) Are stepladders fully open when in use?			
h) Are metal ladders not used around electrical hazards?			
i) Are ladders not painted?			
j) Are ladders being properly maintained and stored?			
k) Are safety shoes in use?			
<b>9. SCAFFOLDING</b>			
a) Is erection of scaffolding properly supervised?			
b) Will all structural members meet the safety factors?			
c) Are all connections secured?			
d) Is scaffold tied in to the structure?			
e) Are working areas free of debris, snow, ice and grease?			
f) Are foot sills and mudsills provided?			
g) Are workers protected from falling objects?			
h) Is the scaffold plumb and square, with cross-bracing?			
i) Are guardrails, intermediate rails and toe boards in place?			
j) Is adequate, sound planking in use?			
k) Is scaffold equipment in good working order?			
l) Are ropes and cables in good condition?			
<b>10. HOISTS, CRANES AND DERRICKS</b>			
a) Have cables and sheaves been inspected?			
b) Are slings, chains, hooks and eyes checked?			
c) Is equipment firmly supported?			
d) Are outriggers used if needed?			
e) Are power lines inactivated, removed, or at safe distance?			

f) Is proper loading for capacity at lifting radius? Are rated load capacities posted?			
g) Is all equipment properly lubricated and maintained?			
h) Are signalmen where needed?			
i) Are signals posted, understood and observed?			
j) Are inspection and maintenance logs maintained?			
k) Are hazard signs posted visible to operator?			
<b>11. HEAVY EQUIPMENT</b>			
a) Is there regular inspection and maintenance?			
b) Are moving parts lubricated and repaired?			
c) Are lights, brakes, and warning signals operative?			
d) Are wheels chocked when necessary?			
e) Are haul roads well maintained and laid out properly?			
f) Are shut-off devices on air hose lines in case of hose failure?			
g) Are noise arresters in use?			
h) Are ROPS (roll-over-protections) in place?			
<b>12. MOTOR VEHICLES</b>			
a) Do vehicles receive regular inspection and maintenance?			
b) Are operators qualified?			
c) Are local and state vehicle laws and regulations observed?			
d) Do brakes, lights and warning devices operate properly?			
e) Are weight limits and load sizes controlled?			
f) Are personnel carried in a safe manner?			
g) Is all glass in good condition?			
h) Are back-up signals provided?			
i) Are fire extinguishers installed where required?			
j) Are slow moving vehicle signs posted?			
<b>13. REPAIR SHOPS AND GARAGES</b>			
a) Are fire hazards prevented?			
b) Is dispensing of fuels and lubricants done safely?			
c) Are good housekeeping practices maintained?			
d) Is lighting adequate?			
e) Are carbon monoxide dangers prevented?			
f) Are all fuels and lubricants in proper containers?			
<b>14. BARRICADES</b>			
a) Are floor and wall openings planked over or barricaded?			
b) Are roadways and sidewalks effectively protected?			
c) Is adequate lighting provided?			
d) Is traffic controlled?			
<b>15. HANDLING AND STORAGE OF MATERIALS</b>			
a) Are materials properly stored or stacked?			
b) Are passageways clear?			
c) Are stacks on firm footings and not too high?			
d) Are the proper numbers of men being utilized for each operation?			
e) Are men lifting loads correctly?			
f) Are materials protected from weather conditions?			
g) Is protection against falling into hoppers and bins being used?			
h) Is dust protection observed?			
i) Are extinguishers and other fire protection in the immediate area?			
j) Is traffic controlled in the storage area?			

<b>16. EXCAVATION AND SHORING</b>			
a) Are adjacent structures properly shored?			
b) Is excavation shored or cutback as required?			
c) Are roads and sidewalks supported and protected?			
d) Is material being stored a safe distance from excavation?			
e) Are excavation barricades and adequate lighting provided?			
f) Is equipment a safe distance from edge of excavation?			
g) Are ladders provided where needed?			
h) Are equipment ramps adequate?			
i) Is job supervision adequate?			
<b>17. DEMOLITION</b>			
a) Are operations planned ahead?			
b) Are adjacent structures being properly shored?			
c) Are material chutes used? Are floor openings for material disposal adequately barricaded?			
d) Are there sidewalk and other public protections in place?			
e) Is opening space clear for trucks and other vehicles?			
f) Are there adequate access ladders or stairs?			
<b>18. PILE DRIVING</b>			
a) Are proper storage procedures in place?			
b) Is unloading done only by properly instructed workers?			
c) Are steam lines, slings, etc., in operating condition?			
d) Are pile-driving rigs properly supported?			
e) Are ladders on frames?			
f) Are cofferdams maintained and inspected?			
g) Is adequate pumping available?			
<b>19. EXPLOSIVES</b>			
a) Are qualified operators and supervision present?			
b) Are proper transport vehicles used?			
c) Are state and local laws and regulations observed?			
d) Are storage magazines constructed per regulations or as recommended?			
e) Are only experienced personnel handling explosives at all times?			
f) Are cases opened with wooden tools only?			
g) Are "No Smoking" signs posted and observed where appropriate?			
h) Are detonators tested before each shot?			
i) Are all personnel familiar with signals, and are signals properly used at all times?			
j) Are inspections performed after each shot?			
k) Is proper protection being used and are explosives accounted for at all times?			
l) Is disposition of wrappings, waste and scrap being handled properly?			
m) Are nearby residents being advised of blasting cap danger?			
n) Are radio frequency hazards being checked?			
<b>20. FLAMMABLE GASES AND LIQUIDS</b>			
a) Are all containers approved and clearly identified?			
b) Are proper storage practices observed?			
c) Are fire hazards checked?			
d) Are proper types and number of extinguishers nearby?			
e) Are proper methods for moving cylinders used?			

<b>21. WELDING AND CUTTING</b>			
a) Are operators qualified?			
b) Are screens and shields used when needed?			
c) Are goggles, welding helmets, gloves, and other protective clothing being worn?			
d) Is equipment in good operating condition?			
e) Is electrical equipment grounded?			
f) Are power cables and hoses protected and in good repair?			
g) Are fire extinguishers of the proper type nearby?			
h) Are fire hazards inspected?			
i) Are flammable materials protected or removed?			
j) Are gas cylinders secured upright?			
k) Are cylinder caps in use?			
<b>22. STEEL ERECTION</b>			
a) Are safety nets or planked floors in use?			
b) Are hard hats, safety belts, gloves and other protective clothing being used?			
c) Are taglines for tools being used?			
d) Are fire hazards at rivet forge and welding operations being checked?			
e) Are floor openings covered or barricaded?			
f) Are ladders, stairs or other accesses provided?			
g) Are hoisting apparatus routinely checked?			
h) Are employees riding the ball?			
<b>23. CONCRETE CONSTRUCTION</b>			
a) Are forms properly installed and braced?			
b) Are shoring, plumbing and cross-bracing adequate?			
c) Is shoring left in place until strength is attained?			
d) Are proper curing procedures and timing followed?			
e) Are heating devices checked?			
f) Is mixing & transporting equipment supported and traffic planned & routed?			
g) Are there adequate runways?			
h) Is adequate protection against cement dust being utilized?			
i) Are hard hats, boots and gloves being used and are shirts covering skin?			
j) Are nails bent over or removed and stripped from material removed from area?			
<b>24. MASONRY</b>			
a) Is proper scaffolding being used?			
b) Are masonry saws properly equipped and grounded, and dust protection provided?			
c) Is hoisting equipment safe?			
<b>25. HIGHWAY CONSTRUCTION</b>			
a) Are laws and ordinances observed?			
b) Are competent flagmen properly dressed, instructed and posted?			
c) Are adequate warning signs and markers being used?			
d) Is right-of-way clear and free of equipment?			
e) Is there traffic control through the construction site?			
f) Are detours adequately marked and maintained?			
g) Is dust control present?			
h) Is adequate light present?			
<b>26. PERSONAL PROTECTIVE EQUIPMENT</b>			
a) Is eye protection being used?			

b) Are face shields being used?			
c) Are respirators and masks used?			
d) Are helmets and hoods used?			
e) Is head protection being used?			
f) Is hearing protection being used?			
g) Are gloves, aprons, sleeves (rubber or plastic, designed to afford protection from alkalis and acids) and electricians' rubber gloves and protectors being used?			